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ABSTRACT

This activity guide is one of four supplements to be used with "Do You Read Me? Prevocational-Vocational Reading Development Activities" (ED 210 454). Each supplement deals with a different occupational category. Games, puzzles, and other activities are offered to aid in developing the word recognition, vocabulary, and comprehension skills of students in prevocational and vocational education. The activities presented in this supplement are for the following occupational areas: (1) business and office; (2) communications and media; and (3) distribution and marketing. Answer keys for the activities are appended. (DC)

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DO YOU READ ME?

BUSINESS AND OFFICE

Reading Development Activities Guide

Developed
by

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This material was developed through the cooperation and funds of the Bureau of Vocational, Technical and Adult Education, West Virginia Department of Education.

1980

FORWARD

Through a grant provided by the West Virginia Bureau of Vocational, Technical, and Adult Education, the Prevocational Exploration staff at Marshall University has compiled four supplements to the reading development activities guide, Do You Read Me?

Supplements have been prepared for use in Business and Office, Environmental, Industrial, and Service Areas. These materials were developed, field tested, and revised by prevocational and vocational teachers throughout the state, with the purpose of improving reading skills.

INTRODUCTION

The activities in this booklet comprise the Business and Office Supplement to Do You Read Me?, and should be used in conjunction with that reading development activities teacher's guide.

Subject areas covered in this supplement are as follows:

Business and Office
Communications and Media
Distribution and Marketing

These activities are designed to assist prevocational and/or vocational teachers from the introduction to review of various aspects in a basic business and office curriculum with the purpose of improving word recognition, vocabulary, and comprehension skills. The difficulty level of these activities varies; therefore, it is necessary for each teacher to evaluate and adapt the activities for use in their particular teaching environment.

ACKNOWLEDGMENTS

The completion of the Business and Office Supplement to the reading development activities guide, Do You Read Me?, depended upon the assistance, advice, and cooperation of many individuals and a grant by the Bureau of Vocational, Technical and Adult Education.

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BUSINESS MACHINES WORD RELAY

OBJECTIVE: To provide quick recognition of words (by sight and sound) that are necessary for the content material being taught.

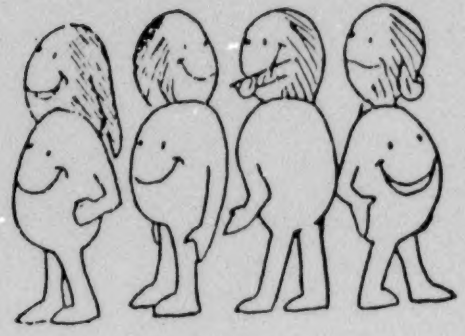
MATERIALS: 25-30 word cards. Words may be printed on 3" tagboard. New word cards may be made to replace words to be learned for each game.

DIRECTIONS: Place cards on the floor or table. Place students on the other side of the room in a line. The instructor calls out a word and the first player on each team runs to the cards trying to be the first to find it. When a player returns to his/her team, the instructor calls out another word, and the second player on each team runs to get the word card. The team with the most correct cards at the end of the game wins.

VARIATION: Pictures of these machines could be pasted on cards for quick recognition of machine mentioned be the caller.

SAMPLE WORDS:

typewriter	posting machine	check protector
calculator	telephone	collator
duplicator	computer	cash register
dictaphone	stencil maker	key punch
memory typewriter	photocopier	verifier



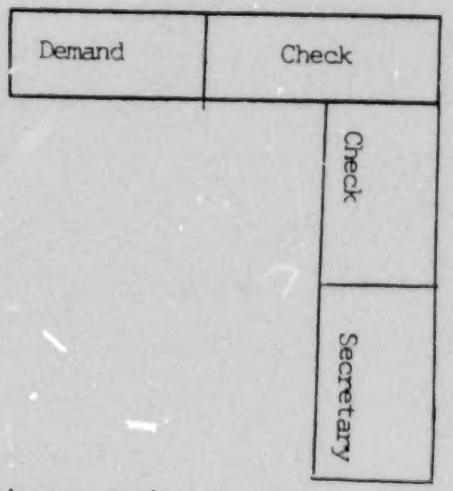
DOMINOES

OBJECTIVE: To provide practice with visual discrimination, and sight word skills.

MATERIALS: Several Sheets of stiff paper

DIRECTIONS: This game helps visual discrimination, sight word skills. Cut stiff paper into domino shapes. Print a word or paste a picture on each half of each domino. Be sure to have duplicates of each word and picture. The players match duplicate words or pictures, as in regular dominoes.

Example: Business Terms



VARIATIONS: A word domino with a picture domino
A word domino with a word domino
A word domino with a definition domino

GO AROUND THE BOARD

OBJECTIVE: To provide practice with sight vocabulary and further develop word recognition skills.

MATERIALS: A rectangular piece of heavy paper, about one-foot square, with a 2-inch margin. The margin is divided into spaces in which words for practice are written; some of the spaces may be used for penalties or rewards. A spinner for determining the number of spaces to be moved; a colored marker for each player.

DIRECTIONS: Each player, in turn, spins the arrow and moves clockwise the number of spaces indicated, starting with "Home Base". S/he reads the word that s/he "lands on". If s/he doesn't know the word, s/he returns to the original space until his/her next turn. The pupil first going all the way around to "Home Base" wins. (Phrases or sentences may also be used).

Move Ahead 3	bank draft	financial	Move Back 3	typewriter	money order
dictaphone					insufficient funds
Move Back 3					Move Ahead 3
mimeograph					calculator
H O M E B A S E	night depository	collections	Move Back 2	stapler	ledger

HIDDEN BUSINESS OCCUPATIONS

OBJECTIVE: To provide practice in word recognition, vocabulary, and spelling reinforcement.

MATERIALS: A duplicated sheet for each student.

DIRECTIONS: Locate and circle in the puzzle the following job titles of workers in business. Some letters are used in more than one title.

receptionist	advertising manager
bookkeeper	personnel manager
secretary	typist
sales manager	teller
accountant	file clerk

P E C E P T I O N I S T S R S O D N O
A P N O E M X P L P J F A L P N S N P
F I I L T S E O I E E A S O N A L Q S
B O O K K E E P E R S L E O I T T A C
T V I B R A T O R S E C R E T A R Y F
T X T X N S A C D O G L L R A T G G A
T R S A L E S M A N A G E R B N S S O
A D V E R T I S I N G M A N A G E R X
E O T S D Y B L H E A C C A B P O I F
R T C T U P R V L L O P C N Y E R A I
E S R V S I A C A M A N O A T A T P L
L D E O X S S O F A F A U P S P A I E
L B A P O T T P A N E R N D I O E A C
E C R S T L S T S A P A T T R O Z G L
T S T N A C O P A G L A A Q S C F V E
Q C D S T L B T S E P P N T R D Z G R
K S T M R C D F G R L A T Q S C F I K

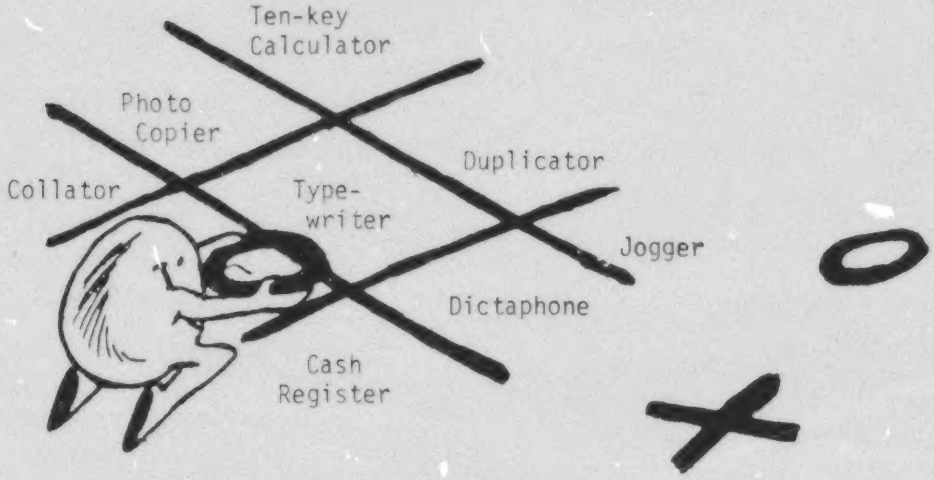
See Activity Key on Page BK-1

TIC-TAC-TOE

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Posterboard, small pieces of paper.

DIRECTIONS: On pieces of cardboard, draw the familiar tic-tac-toe game (nine squares). Instead of leaving each space blank, write a different word in each square. Small pieces of paper with X or O printed on them can be used for markers. Two students can then play tic-tac-toe, but cannot cover a space with a marker unless they can read the word. If many words are to be used, prepare a master sheet printed with nine squares and duplicate copies.



1. usually has a money drawer; records, adds, and displays amount of money received
2. a machine for sending speech or sound over wire
3. a stencil machine used for making duplicates
4. used to gather papers for binding
5. a keyboard machine that adds, subtracts, multiplies, and divides
6. a machine that makes picture-like copies
7. a keyboard machine that produces printed letters, numbers, and symbols
8. shakes paper slightly to restack
9. a machine that records and replays speech

See Activity Key on Page BK-1

TYPEWRITER PARTS WORD SEARCH PUZZLE

OBJECTIVE: To provide practice in word recognition, vocabulary, spelling, and knowledge of the parts of a typewriter.

MATERIALS: A duplicated sheet of the word search puzzle for each student.

DIRECTIONS: The puzzle on the following page may be used many different ways.

A. Ask the students to circle the correctly spelled parts of a typewriter that are given in the puzzle.
B. For the students who need additional help, a sheet of uses of the typewriter parts is included in this packet. Pass out the sheets as the students need them.
C. Some students may still have difficulty remembering the correct names of machine parts even after the uses sheet has been reviewed. A sheet containing the names of the machine parts used in this exercise is available upon request.

P R I N T P O I N T I N D I C A T O R U

L I O M S I Q E Z A P B R N A L A C F V

A B G D J C T L E B U K O V R I B N P A

T B S W D A L I O U H E M H R G S P A R

E O R H P C I T K L N S C M I N E A P I

N N X Q A G P E N A K M A F A I T P E A

K C T Y P E W R I T E R R O G N T E R B

N A A W E X P T F O Y B R J E G P R G L

O R B S R P A P E R B A I L R G A R U E

B R C P G L Y A U Z O C A I E C P E I L

A I L A U A I P G L A K G N L A E L D I

L E E C I T X E L I R S E E E L R E E N

R R A E D E J R E N D P R S A E B A S E

I S R B E N U T F E V A E P S U A S C S

B C Y A T W M A T F K C T A E S I E A P

B A N R T B H B M I V E U C K H L L L A

O R C S Y R Z L A N Z K R E E I R E E C

N D Z J L O B E R D I E N S Y F O V K E

C H C A R R I A G E N Y L E L T L E F R

O O P R B E C Q I R D F E L I L L R R Q

N L Y R E T U R N K E Y V E F O S F A G

T D A M V A K C S J D J E C G C A R M V

R E Q K X P B W E I Q H R T E K L O E I

O R D C S H I F T K E Y N O H M P L O G

L A P B R E S M A R G I N R E L E A S E

See Activity Key on Page BK-2

USES OF MACHINE PARTS

1. Used to position the carriage (or element carrier) at a desired point.
2. The writing instrument used in a typewriting class.
3. Used to hold paper against platen.
4. A main part of the typewriter; is used from left to right as letters are typed, contains many other machine parts.
5. Found on electric typewriters; is used to return carriage to left margin and to move paper up.
6. Used to change lower case letters to capitals.
7. Used to move carriage beyond margin stops.
8. Used to turn platen as paper is being inserted.
9. Used to select ribbon typing position.
10. Positions and controls ribbon at printing point.
11. Used to hold cards, labels, and envelopes against the platen.
12. Used to clear tab stops.
13. Used to move printing point to right, one space at a time.
14. Used as a permanent guide for inserting paper.
15. The larger size of type print found on typewriters.
16. The round rubber roller around which the paper moves.
17. The smaller size of type print found on typewriters.
18. Supports paper when it is in the typewriter.
19. Used to set left margin stops.
20. Used to move carriage to tab stops.
21. Used to change line spacing temporarily, then refind the line.
22. A main part of the typewriter; is all the keys struck by the fingers in the process of typewriting.
23. Used to move printing point to left, one space at a time.
24. Found on all manual and some electric typewriters; is used to return to the left margin and to advance the paper.
25. Used to move paper up 1, 2, or 3 lines for single, double, or triple spacing.
26. Found on electric typewriters; is used to return carriage to the left margin and to move paper up.
27. Used to align copy that has been reinserted.
28. Used to lock shift mechanism so that all letters are capped.
29. Used to set tabulator stops.
30. Used to hold paper against platen.
31. Used to allow paper to be removed or aligned.
32. Used to set paper guide for desired position.
33. The case of all the machine parts. There are three major parts or sections of the typewriter -- the other two are keyboard and carriage.
34. Used to change writing line setting permanently.

Names and uses of machine parts taken from Century 21 Typewriting, Second Edition.

MACHINE PARTS

print point indicator
typewriter
paper bail
carriage
return key
shift key
margin release
platen knob
ribbon control
ribbon carrier
card holder
tab clear
space bar
paper guide
pica
platen
elite
paper table
left margin set
tabulator
line finder
keyboard
backspace key
carriage return lever
line space selector
carriage release key
aligning scale
shift lock
tab set
paper bail rolls
paper release lever
paper guide scale
frame
variable line spacer

WORD RELAY

OBJECTIVE: To provide quick recognition of words (by sight and sound) that are necessary for the content material being taught.

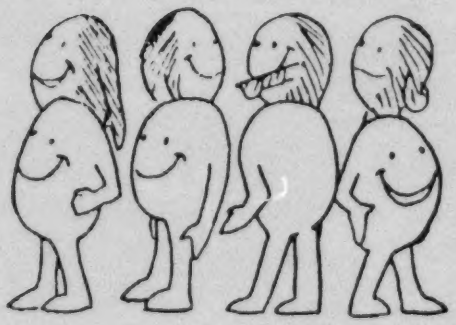
MATERIALS: 25-30 word cards. Word may be printed on 3" tagboard. New word cards may be made to replace words to be learned for each game.

DIRECTIONS: Place cards on the floor or table. Place students on the other side of the room in a line as shown in the diagram. The instructor calls out a word and the first player on each team runs to the cards trying to be the first to find it. When a player returns to his/her team, the instructor calls out another word, and the second player on each team runs to get the word card. The team with the most correct cards at the end of the game wins.

VARIATIONS: The instructor can indicate a different word for each player to find. At the signal, the first player finds his/her word and runs back so the next player can run, as in a relay.

SAMPLE WORDS:

asset
liability
capital
income
profit
loss
T account
balance sheet
income statement
general journal
cash journal
receipts
checks
expense
creditor
debit
credit
ledger
account
balance



BUSINESS VOCABULARY

OBJECTIVE: To encourage students to identify and construct smaller words within business terms.

MATERIALS: Duplicated sheet for each student.

DIRECTIONS: Take a few business terms, and see how many smaller words can be made using the letters in each word.

SAMPLE WORDS:

Depreciation	Interest
Production	Markets
Corporation	Deficit
Mimeograph	Ledger

BUSINESS CAREERS MATCH GAME

OBJECTIVES: To review material already taught in class and to learn the main function of various business occupations.

MATERIALS: A duplicated sheet for each student.

DIRECTIONS: Match the term (job title) in the left column with the correct definition in the right column.

JOBS	DEFINITIONS
1. secretary	A. One whose main responsibility is typing letters.
2. payroll clerk	B. A person employed to deal with correspondence, keep records, and handle clerical business for an individual or business.
3. sales person	C. One who is skilled in shorthand and whose main responsibility is taking dictation.
4. receptionist	D. A person employed to produce a good image of a business to the public.
5. typist	E. A person employed to interview and hire workers throughout a business and sometimes deal with problems among workers.
6. stenographer	F. One employed to receive callers at the entrance to a business and is often responsible for making the first impression of the business.
7. insurance agent	G. One employed to keep accurate records of employees' working time and is in charge of paying the workers.
8. advertising manager	H. One who sells, by contract, protection against risk, loss, or harm and guarantees payment of a sum of money if loss or harm occurs.
9. personnel manager	I. A person hired to sell merchandise, stock, etc.
10. mail clerk	J. A person hired to handle all incoming and outgoing letters and packages in a business.

See Activity Key on Page BK-2

CHARADES

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Word cards with names or vocabulary terms in business, (secretary, typewriter, boss).

DIRECTIONS: The class is divided into several groups. A student selects one card and in front of the group must act out the word without speech. The turn rotates from team to team and at the end of a pre-determined time, the team with the highest number of points wins.

VARIATION: The class is divided into two teams. Team A selects a student. This student draws a card from a box and represents this term or piece of equipment. Each team alternately asks questions about the term or equipment. The student answers with yes, no, or sometimes. The first team who gives the term or equipment receives one point. (The instructor then decides how the points will be used).

SAMPLE WORDS:

stapler
telephone
stop watch
pencil sharpener
banker
money
dictaphone
cash register
copier
eraser

CONCENTRATION

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Index cards

DIRECTIONS: Using index cards, make a set of 10 cards, a forfeit card, and a wild card. At the top of each card, print a word. Make a duplicate set for each word. Place the cards word down. Player one turns over two cards; if they match, s/he pronounces the word and receives 1 point. If they do not match, turn the cards back over. The next player has his/her turn. If a player matches the forfeit card, s/he takes a point from the opponent. Wild cards will match anything. Continue until all cards are turned over.

SAMPLE WORDS:

Demand	Manufacturing
Wealth	Utility
Economics	Tariff
Interest	Trust
Technology	Repossess

VARIATIONS:
1 set of words with 1 set of pictures
1 set of words with 1 set of definitions

I KNOW IT

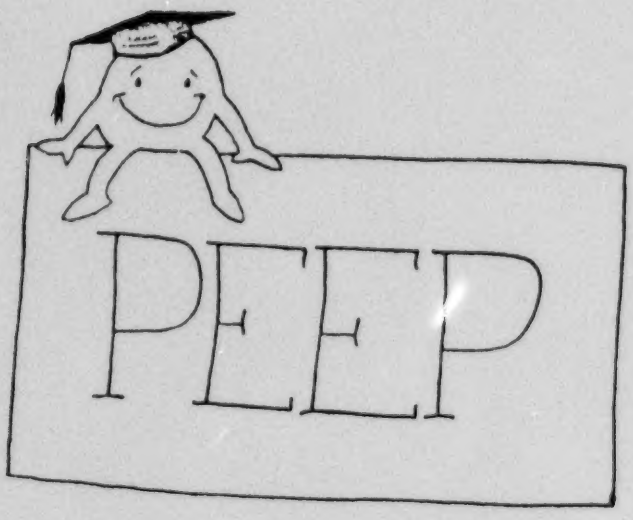
OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Index Cards

DIRECTIONS: Print words on a set of index cards. Place them in a pile, face down, before two students. As each student draws a card he must read aloud the word printed on it and give the definition. The students not knowing the definitions or the pronunciation of the word on the cards, places the card in a third pile for later use. The student with the most cards wins.

SAMPLE WORDS:

Consumers
Monopoly
Corporation
Tax
Credit
Secretary
Repossess
Wealth
Competition
Profit



OLD MAID

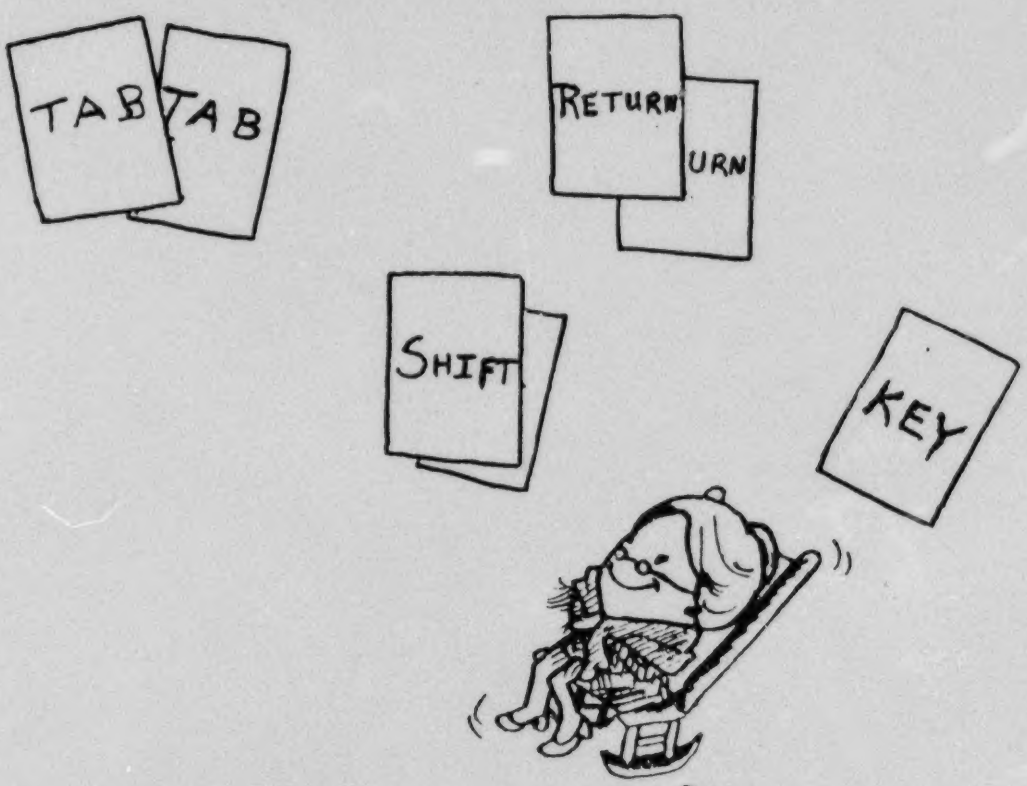
OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: 20 index cards.

DIRECTIONS: Using index cards, make a deck of about 20 cards, plus one additional card for the Old Maid. At the top of each card, print one word. Make a duplicate card for each word, ten words in all. The Old Maid card is one unpaired word.

Deal out all the cards. Beginning with the person at the dealer's left, take turns drawing from the person to the right. As pairs are formed, the word is pronounced and the "book" placed on the table. Continue until all the cards are paired and one person is left with the Old Maid. The word on the Old Maid card may be changed frequently to prevent memorization.

VARIATIONS:
word - picture
word - definition
word - word
word and picture - definition



TIC-TAC-TOE

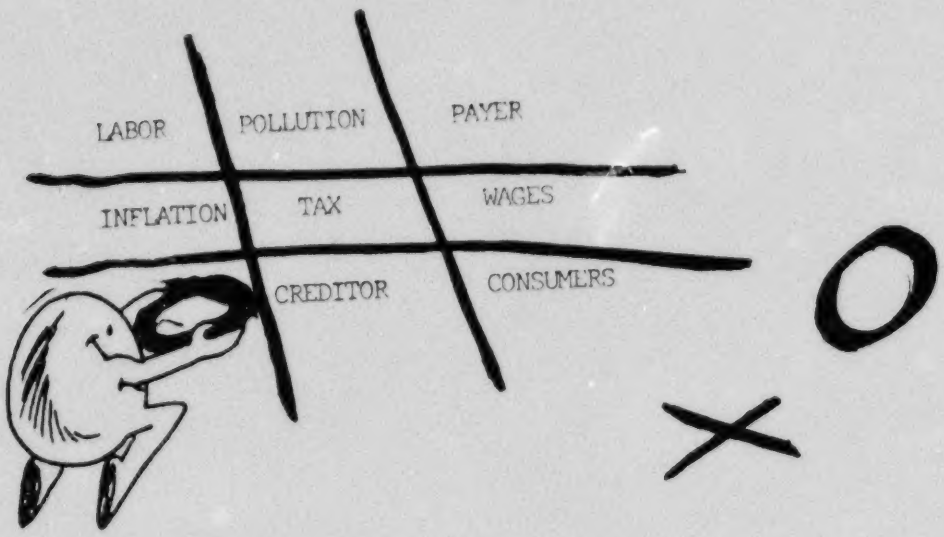
OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Posterboard, small pieces of paper.

DIRECTIONS: On pieces of cardboard draw the familiar tic-tac-toe game (nine square). Instead of leaving each space blank, write a different word in each square. Small pieces of paper with X or O printed on them can be used for markers. Two students can then play tic-tac-toe but cannot cover a space with a marker unless they can read the word. If many words are to be used, prepare a master sheet printed with nine squares and run off copies.

2 Students - 1 Questioner
Small marker for X - O

1. All the things provided by nature.
2. To make unclean.
3. The person who signs a check.
4. A general increase in the level of prices.
5. A compulsory payment to some level of government.
6. All forms of physical and mental effort.
7. People who buy or use goods or services.
8. The payment received by those who supply labor.
9. Someone who lends money or sells on credit.



See Activity Keys on Page BK-3

TYPEWRITER PARTS WORDO

OBJECTIVE: To provide practice in vocabulary skills and to learn to name the parts of the typewriter.

MATERIALS: Squares of paper; cards.

DIRECTIONS: Take square pieces of paper and draw on them 25 blocks--5 across, 5 rows down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word aloud and spells it. The students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, s/he wins, and cries "Wordo!" The winner can then be the caller for the next game (if s/he reads well enough).

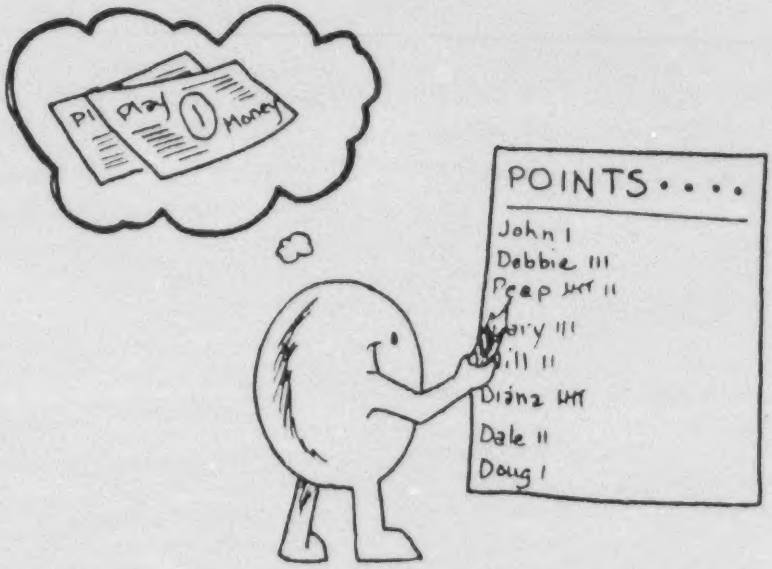
W	O	R	D	O
tab clear	platen	space bar	paper bail	left shift key
right margin set	backspace key	paper table	tab set	margin release key
automatic line finder	paper release	F R E E	keyboard	paper guide
paper guide	right shift key	carriage return	left margin set	line space selector
paper bail rolls	aligning scale	ribbon control	line space selector	tab key (or bar)

WORD BANK

OBJECTIVE: To develop student's vocabulary.

MATERIALS: Poster, play money, prizes.

DIRECTIONS: This game, which builds vocabulary, involves poster, play money, and prizes. Students learn words from vocabulary lessons, with ten points given for every ten words learned. Play money is given for each one hundred words learned. Every four or six weeks an auction is held, during which students use their play money to bid for real prizes. (In one small town, local merchants donated prizes).



WORD JUMBLE PUZZLE

OBJECTIVE: To provide practice in vocabulary building, spelling, and knowledge of typewriter machine parts.

MATERIALS: A duplicated sheet with the word jumble for each student.

DIRECTIONS: Unscramble the letters and find the words having to do with the parts of a typewriter. Place the correctly spelled name in the space provided at the right.

VARIATIONS: The instructor may wish to read or hand out a sheet of the uses of each machine part as an aid to the student.

The instructor may wish to hand out a printed sheet of correctly spelled machine parts.

Unscramble these words:

1. l e n t a p	1. _ _ _ _ _ _
2. g a r r i e a c n e t u r r r e e v l	2. _
3. n i e l a c e s p e e l c r o s t	3. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
4. a b t t e s	4. _ _ _ _ _ _
5. o i b r n b t o o l c r n	5. _ _ _ _ _ _ _ _ _ _ _ _ _
6. t e l f t a l p e n n o k b	6. _ _ _ _ _ _ _ _ _ _ _ _ _ _
7. p a r e p d e g i u	7. _ _ _ _ _ _ _ _ _ _
8. d r a c d o h r l e	8. _ _ _ _ _ _ _ _ _ _
9. n i g g a l i n l a c e s	9. _ _ _ _ _ _ _ _ _ _ _ _ _
10. t i g h r f i s t h y k e	10. _ _ _ _ _ _ _ _ _ _ _ _ _
11. a t b l e c r a	11. _ _ _ _ _ _ _ _
12. r a g c e i r a l e s e r e a	12. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
13. g a m r i n t s e	13. _ _ _ _ _ _ _ _ _
14. r a e p p b a l e t	14. _ _ _ _ _ _ _ _ _ _
15. l u t a r o b t a	15. _ _ _ _ _ _ _ _ _

16. h i s t f
k l o c

17. r i b l e v a a
n e l i
c a p s e r

18. n e i l
n i f r e d

19. a p e p r
d i g u e
c a s l e

20. p p e a r
l a i b
l o s r l

21. n i r p t
n o t p i
c a t i n d o r i

22. a r p e p
s e a l r e e
v e l e r

23. n i b o b r
r a c e r i r

24. p e a c k b a s c
e y k

25. e p s a c
r a b

26. g i r m a n
s e e l r a e
y e k

27. n e t r u r
y e k

28. b i b o n r
t o c l o r n

29. p p a e r
a i l b

16. _ _ _ _ _
_ _ _ _

17. _ _ _ _ _ _ _ _ _
_ _ _ _
_ _ _ _ _ _

18. _ _ _ _
_ _ _ _ _ _

19. _ _ _ _ _
_ _ _ _ _
_ _ _ _ _

20. _ _ _ _ _
_ _ _ _
_ _ _ _ _

21. _ _ _ _ _
_ _ _ _ _
_ _ _ _ _ _ _ _ _

22. _ _ _ _ _
_ _ _ _ _ _ _
_ _ _ _ _

23. _ _ _ _ _ _
_ _ _ _ _ _ _

24. _ _ _ _ _ _ _ _ _
_ _ _

25. _ _ _ _ _
_ _ _

26. _ _ _ _ _ _
_ _ _ _ _ _ _
_ _ _

27. _ _ _ _ _ _
_ _ _

28. _ _ _ _ _ _
_ _ _ _ _ _ _

29. _ _ _ _ _
_ _ _ _

See Activity Key on Page BK-3

WORD JUMBLE PUZZLE

USES OF MACHINE PARTS

Directions to the instructor: Some students may have difficulty remembering the proper names of the parts of a typewriter. Read this list of uses very slowly and distinctly. You may only have to read isolated uses (rather than the entire list) for those parts that give much difficulty.

1. The round, rubber roller around which the paper is rolled to hold it in place for typing.
2. Used to return carriage to left margin and move paper up.
3. Used to move paper up 1, 2, or 3 lines for single, double, or triple spacing.
4. Used to set tabulator stops.
5. Used to select ribbon typing position.
6. Used to push carriage to the right.
7. Used as a permanent guide for inserting paper.
8. Used to hold cards, labels, and envelopes against platen.
9. Used to align copy that has been reinserted.
10. Used to type capitals of letter keys controlled by the left hand.
11. Used to clear tabulator stops.
12. Used to release carriage so it moves freely to left or right.
13. Used to set margin stops.
14. Supports paper when it is in the typewriter.
15. Used to move carriage to tab stops that have been set.
16. Used to lock shift mechanism so that all letters are capped.
17. Used to change writing line setting permanently.
18. Used to change line spacing temporarily, then refind the line.
19. Used to set paper guide at desired position.
20. Used to hold paper against platen.
21. Used to position carriage at desired point.
22. Used to allow paper to be removed or aligned.
23. Positions and controls the ribbon.
24. Used to move printing point to left, one space at a time.
25. Used to move printing point to right, one space at a time.
26. Used to move carriage beyond margin stops.
27. Used to return carriage to left margin and to move paper up on electric machines.
28. Used to select ribbon typing position.
29. Used to hold paper against platen.

WORD JUMBLE PUZZLE

CORRECT SPELLING OF MACHINE PARTS

Directions to the instructor: This list will be helpful to those students who need help with the correct spellings of machine parts, and also as a review of the proper names of the machine parts. This list is not given in the same order as the jumbled words in the puzzle.

1. ribbon control
2. backspace key
3. paper bail rolls
4. tabulator
5. paper bail
6. aligning scale
7. paper table
8. variable line spacer
9. platen
10. left platen knob
11. margin release key
12. print point indicator
13. carriage return lever
14. ribbon control
15. carriage release
16. paper release lever
17. line space selector
18. tab set
19. paper guide
20. tab clear
21. shift lock
22. space bar
23. paper guide scale
24. return key
25. card holder
26. right shift key
27. line finder
28. ribbon carrier
29. margin set

WORDO

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Squares of paper; cards.

DIRECTIONS: Take squares pieces of paper and draw on them 25 blocks--five across, five down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word aloud and spells it. The students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, s/he wins, and cries "Wordo!" The winner can then be the caller for the next game (if s/he reads well enough).

W	O	R	D	O
profit	check	credit	technology	wages
demand	interest	sales	corporation	rent
secretary	deposit	consumer	utility	money
pollution	loan	economics	tax	tariff
inflation	surplus	wealth	patent	income tax

VARIATIONS:
word - picture
word - definitions
word - word
word and picture - definition

WORD SEARCH PUZZLE

OBJECTIVE: To provide practice in Word Recognition, Vocabulary, and Spelling Reinforcement.

MATERIALS: A duplicated sheet with the word search puzzle for each student.

DIRECTIONS: The following puzzle can be used in several ways to teach the above skills. The words can be given orally, one-by-one, training the student to visualize the word and find it. The definitions might be given either orally or in writing to review vocabulary and spelling of the hidden words. In individual situations where particular students have few, if any, reading skills, the list of words might be given to help these students in word recognition.

On the following page is a list of definitions to help the students locate the words in the puzzle.

BUSINESS TERMS

Complete the following blanks and locate the following terms in the puzzle.

Labor	Wants	Wealth	Competition
Services	Goods	Price	Monopoly
Economics			Markets

1. All forms of physical and mental effort. _____
2. The amount of money exchanged between buyer and seller when goods or services are bought or sold. _____
3. When there is only one producer of a good or service. _____
4. Places or ways in which individuals are brought together for the purpose of buying and selling goods. _____
5. The study of how people produce, distribute, and consume the things that satisfy their wants. _____
6. The nonmaterial things for which people are willing to pay. _____
7. The desires for all types of things that people feel will make life better for them. _____
8. The dollar value of all property owned at a given time. _____
9. Material things that people are willing to pay for. _____
10. The efforts of two or more business firms trying to sell to the same consumer. _____

See Activity Keys on Page BK-4

PUZZLE - BUSINESS TERMS

W S E G K T D B K P L W S B H E W J C
S S D L A B O R G D B T D I W F M P M
T D F K X E B W E W O P G S E X T B O
E F L V N X Z A C T H M E C A W N O N
K O G O O D S N O M K R I G L Z S D O
R P U Y N R T T N A D R H K T C V L P
A O X J O W G S O H P N F D H E W Q O
M O R D C N M W M O D L J K G H Y T L
C O M P E T I T I O N D E G H L P D Y
C D G H J T U I C D L K M G Y R D S A
S D G R H Y K F S E R V I C E S X R B

See Activity Keys on Page BK-4

BASEBALL

OBJECTIVE: To review subject matter already taught in class. This may be used as a screening device to determine pupils who may need remedial help in retention skills.

MATERIALS: List of questions to be asked of players.

DIRECTIONS: Place chairs to form a baseball diamond. First player from Team I starts at home plate (chair) and answers the question asked by the instructor. S/he then moves to first base (chair) if s/he answers correctly. The second player comes to bat at home plate. If s/he answers correctly, then s/he moves to first base and the first player moves to second. The third player comes to bat and gets the next question (ball). If s/he answers correctly, all players move on to the next base. When the first player gets home, s/he has scored a point for Team I. When the second player gets home, s/he has scored another point. If a player misses a question, it's called an "out" and no one moves ahead. When three "outs" are made, the top of the first inning is over and Team II comes to bat. At the end of the playing time, the scores are counted to determine the winning team.

SAMPLE QUESTIONS:

1. Name three things that a secretary does.
2. Name two things a bookkeeper does.
3. Name four things you would do at a bank.
4. Name two things a boss would say to his/her secretary.
5. Name three things a secretary uses.

See Activity Key on page BK-4

BINGO

OBJECTIVE: To learn names and/or uses of business terms.

MATERIALS:
A. Packets of sketches of business terms for each student.
B. A business terms "Bingo" Card for each student.
C. Items to cover squares.

DIRECTIONS: The instructor or "Caller" takes a group of flash cards with business terms and/or uses and displays them one at a time aloud. The students then cover the one area which best fits.

VARIATIONS:
I. Slides, photos, or the actual item may be shown.

II. A word description of the use of the business terms or items may be given.

III. Cards may be used as an evaluation instrument. Students number from 1 to 12 on paper and write the name and/or use of the business term.

IV. Caller gives definition and students must cover the term.

V. Caller displays a picture of equipment with no word description; student must cover word or term.

BINGO CARD
"A"

B	I	N	G	O
Copier	Ledger	Desk	Secretary	Eraser
Typewriter	Calculator	Telephone	Mimeograph	Paper Cutter
Stapler	Paper Clip	FREE	File Folder	Bank
Desk Calendar	Cash Register	Stenograph	Check	Stop Watch
Word Processing Machine	Index Card	Money	Boss	Appointment Book

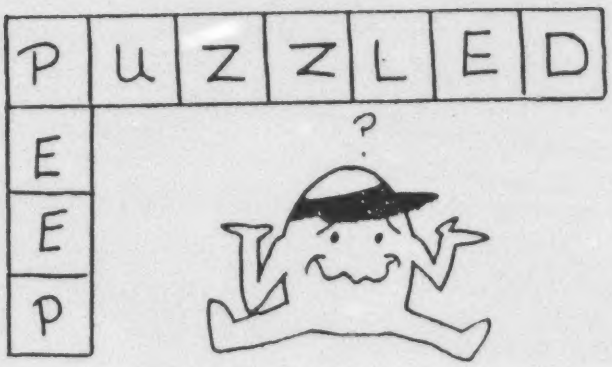
MACHINE PARTS CROSSWORD PUZZLE

OBJECTIVE: To identify the correct names of various machine parts by reading the use of each.

A list has been included in this packet of the correctly spelled names of the many parts of the machine.

MATERALS: A duplicated sheet of the crossword diagram for each student and a copy of the uses of these parts. Some students will also require a list of correctly spelled parts.

DIRECTIONS: Give each student a copy of the crossword diagram and a list of the uses of these machine parts. Students find the answers through individual research, then fit the answers into the puzzle.



MACHINE PARTS CROSSWORD PUZZLE

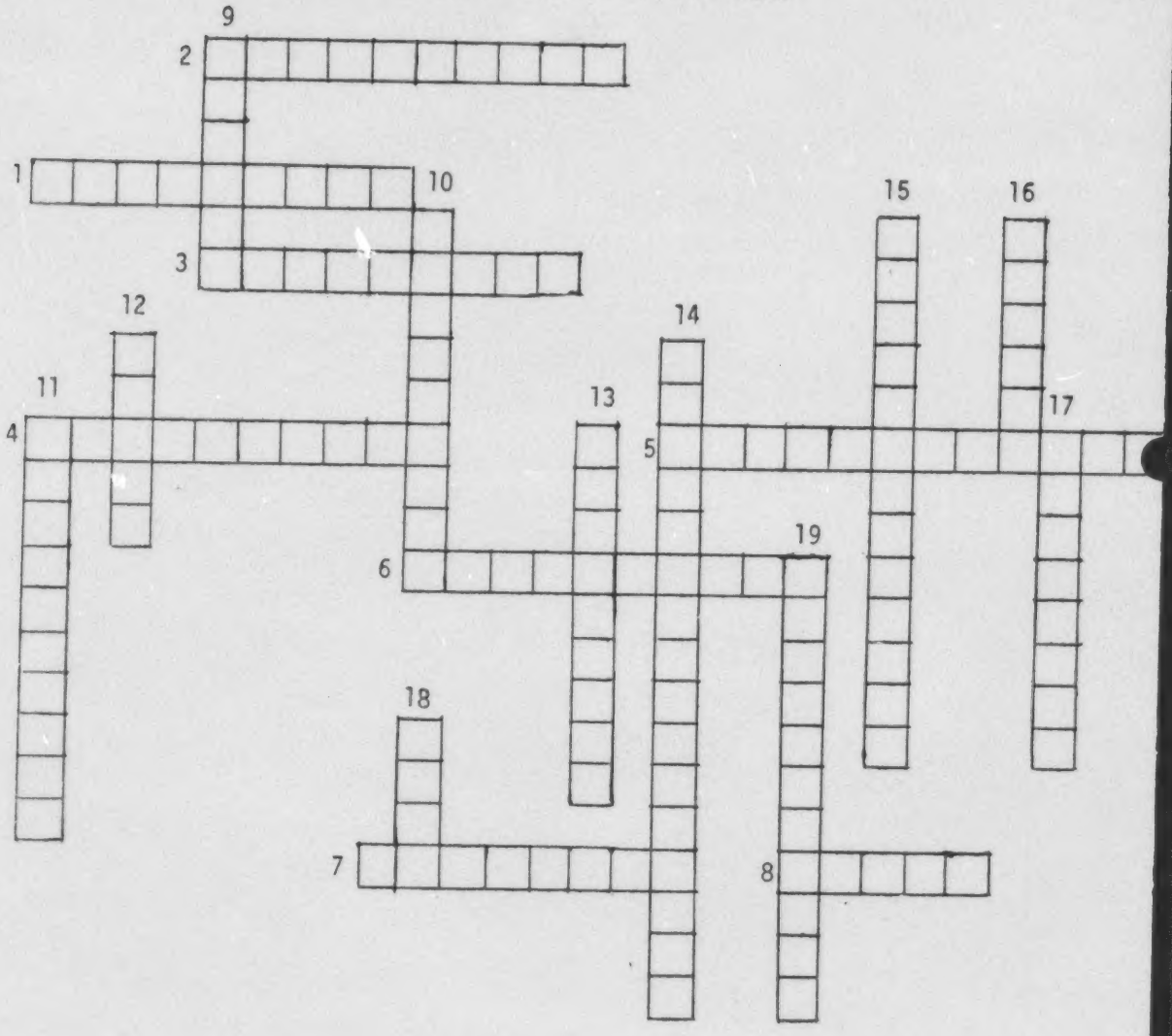
ACROSS

1. Used to move printing point to left, one space at a time.
2. The machine used in a typing class.
3. Used to move carriage to tab stops.
4. Used to turn platen as paper is being inserted.
5. Used to select ribbon typing position.
6. Used to change line spacing temporarily, then refind the line.
7. The section of the typewriter that moves from left to right as you type.
8. The smaller size of print available on typewriters.

DOWN

9. Used to set tabulator stops.
10. Used to hold paper against platen.
11. Used as a permanent guide for inserting paper.
12. One is used to set paper guide for desired position, another is used to align copy that has been reinserted.
13. Used to lock shift mechanism so that all letters are capped.
14. Used to move carriage beyond margin stops.
15. Positions and controls the ribbon at printing point.
16. The round, rubber roller around which the paper is rolled.
17. Used to clear tab stops.
18. The larger size of print available on typewriters.
19. Found on all manual and some electric typewriters; is used to return to the left margin and to advance the paper.

MACHINE PARTS CROSSWORD PUZZLE



See Activity Key on Page BK-4

MACHINE PARTS CROSSWORD PUZZLE

Below is a list of machine parts. All parts are not used within the cross-word puzzle.

1. ribbon control
2. backspace key
3. paper bail rolls
4. tabulator
5. paper bail
6. aligning scale
7. paper table
8. variable line spacer
9. platen
10. left platen knob
11. margin release key
12. print point indicator
13. carriage return lever
14. ribbon control
15. carriage release
16. paper release lever
17. line space selector
18. tab set
19. paper guide
20. tab clear
21. shift lock
22. space bar
23. paper guide scale
24. return key
25. card holder
26. right shift key
27. line finder
28. ribbon carrier
29. margin set
30. pica type
31. elite type

Names and uses of machine parts taken from Century 21 Typewriting, Second Edition.

STENO

OBJECTIVE: To provide practice and reinforcement of shorthand vocabulary.

MATERIALS: Steno cards, corresponding word discs, word checklist, and word covers.

DIRECTIONS: Prepare vocabulary words. (See Figure 2), Word Checklist.

Prepare steno cards. Use cardboard or heavy paper. Put FREE in the center box, and place one shorthand outline in all others. Make several combinations of the outlines in your word list. (See Figure 1).

Prepare corresponding word discs. Every word used on the STENO cards must be duplicated on a paper square with the column letter under which it belongs: e.g., S-basic, N-street.

Prepare word covers. Cut squares of paper to cover words on the card. Beans, corn kernels, candy, etc. may be used to cover squares on the bingo card.

Each student receives one card, and two volunteers are enlisted--one to call out the column and word as s/he picks a word disc at random, the other to write the word in longhand on the board under the correct letter as it is called. The students cover the called words on their cards, and the first person to cover a complete row in any direction wins.

VARIATION: The goal may be changed to covering the outside border, forming an L or an I shape, or covering the entire card.

NOTE: To insure fairness, the winner replaces the moderator when a new game begins. The teacher can choose to write the words on the board in longhand as they are called out by the moderator.

Figure 2

S	T	E	N	O
about	feature	keep	page	valuable
acknowledge	for you	kept	particular	vent
advertise	free	key	people	very
annual	from	kite	perhaps	via
as soon as	furniture	knew	present	void
balance	general	land	question	was
basic	gentlemen	large	quiet	were
big	gives	legal	railroad	we want
boy	glad to here	let us know	rely	why
business	gone	long time	request	with
can	have not been	may be able	schedule	worth
character	his	merchant	Sincerely Yours	x ray
company	home	morning	so much	yellow
compare	how	move	street	yesterday
convention	hurt	Mr.	subject	yet
Dear Sir	I am sure	name	thank you for	yield
defer	I want	need	they	young
difficult	immediate	never	this	your order
dispense	impair	newspaper	time	yourself
during	income	not only	to do	Yours Truly
eager	jet	oil	unable	you will
effect	jolly	old	uncle	zeal
enclose	joy	opportunity	under	zest
envelope	judge	order	up to date	zinc
experience	just	over	use	zone

Prepare vocabulary words. Be sure to use many brief forms, and include as much theory as possible. All words are divided into five groups: words or phrases beginning a-e are in column S, f-j in column T, k-o in column E, p-u in column N, and v-z in column O.

You can change the list of vocabulary to suit your own needs. The list can be used for checking purposes.

STENO BINGO

Figure 1

S	T	E	N	O
		FREE		

TREASURE HUNT

OBJECTIVE: To provide practice in shorthand brief forms recognition.

MATERIALS: Index cards; squares of paper.

DIRECTIONS: Fill a box with one inch squares of paper containing simple brief forms. Also, make a word list of the same brief forms. Each student draws a square from the box, then looks for the corresponding word on the word list. The winner is the student who matches all the brief forms first.

SAMPLE WORDS:

be, by	am
a, an	in, not
good	it, at
our, hour, are	have
I	for

TYPEWRITER BINGO

OBJECTIVE: To learn names and uses of the various parts of a typewriter.

MATERIALS:
A. A machine parts bingo card for each student.
B. Beans, corn kernels, ½" squares of paper to be used to cover squares on the bingo cards
C. Set of bingo call cards indicating the uses of each machine part and/or the name of each part.

DIRECTIONS: The instructor or "caller" mixes the group of machine parts call cards. The caller will read the use of the machine part very slowly and distinctly. Repeat the use a second time for clarification. As the student recognizes the proper name for the part described, s/he will cover the name on the bingo card.

VARIATIONS: As an introductory exercise, the instructor may wish to read only the name of the machine part from the call card and ask the student to cover the identical name on his/her bingo card. This will test listening skills as many of the machine part names are similar.

BINGO - DEFINITIONS FOR CALLER

1. paper release lever - Used to allow paper to be removed or aligned.
2. ribbon carrier - Positions and controls ribbon at printing point.
3. printing point indicator - Used to position carriage (or element carrier) at desired point.
4. right carriage release - Used to release carriage so it moves freely to left or right.
5. tabulator - Used to move carriage to tab stops.
6. right margin set - Used to set right margin stop.
7. right platen knob - Used to turn platen as paper is being inserted.
8. tab set - Used to set tabulator stops.
9. paper table - Supports paper when it is in the typewriter.
10. aligning scale - Used to align copy that has been reinserted.
11. backspace key - Used to move printing point to left, one space at a time.
12. platen (cylinder) - Provides a hard surface against which type element or bars strike.
13. carriage return lever - Found on all manual and some electric typewriters; it is used to return and advance the paper.
14. left platen knob - Used to push carriage to right and to roll the paper up or down one line space at a time.
15. automatic line finder - Used to change line spacing temporarily, then refind the line.
16. left carriage release - Used to release carriage so it moves freely to left or right.
17. line space selector - Used to move paper up 1, 2, or 3 lines for single, double, or triple spacing.
18. paper bail rolls or paper bail - Used to hold paper against platen.
19. paper guide scale - Used to set paper guide for desired position.
20. variable line spacer - Used to change writing line setting permanently.
21. paper bail rolls or paper bail - Used to hold paper against platen.
22. paper guide - Used as a permanent guide for inserting paper.
23. left margin set - Used to set left margin stop.
24. card/envelope holder - Used to hold cards, labels, and envelopes against platen.
25. right shift key - Used to type capitals of letter keys controlled by the left hand.
26. margin release key - Used to move carriage beyond margin stops.
27. space bar - Used to move printing point to right, one space at a time.
28. tab clear - Used to clear tab stops.
29. shift lock - Used to lock shift mechanism so that all letters are capped.
30. carriage return key - Used to return carriage to left margin and to move paper up (found only on electric typewriters).
31. ribbon control - Used to select ribbon typing position.

BINGO CARD

B	I	N	G	O
line finder	card holder	paper guide	space bar	platen
paper release lever	aligning scale	line space selector	variable line spacer	paper table
left platen knob	ribbon control	FREE	tab set	return key
tab clear	right shift key	carriage return lever	carriage release	margin set
margin release key	tabulator	shift lock	paper guide scale	paper bail rolls

BINGO CARD

B	I	N	G	O
platen	right shift key	paper guide scale	line space selector	tab clear
carriage release	paper table	carriage return lever	margin set	card holder
tab set	variable line spacer	FREE	ribbon carrier	paper bail
paper bail rolls	ribbon control	line finder	left platen knob	shift lock
paper guide	backspace key	tabulator	paper release lever	aligning scale

TYPING RELAY GAME

OBJECTIVE: To provide practice in typewriting, teamwork cooperation, and socialization.

MATERIALS: Typewriters, typing books, and sheets of typing paper.

DIRECTIONS: Typing classrooms are usually already seated in rows. Each row can serve as a team. All teams are directed to turn to a page in the typing book and instructed to type a selected sentence. ONLY ONE SENTENCE IS SELECTED TO BE TYPED BY ALL STUDENTS. (Select a sentence of about 10 words).

Starting at either end of each row, the first student in each row is handed a sheet of typing paper. Those students must type the sentence once (without error) before handing the sheet of paper to the next in their row. The second student must insert the sheet of paper into his/her typewriter, align the paper so that s/he can type the sentence directly beneath the sentence the first student typed. Proceed until the last student in each row has typed the sentence once (without error). The row that finishes first is the winner. However, instruct all teams to continue typing until the teacher checks to see if that team typed without error. (Many times--they have not).

If there are uneven number of students in each row, even them up by having a member of uneven team or teams type the sentence more than once. Also, it is a good idea to rearrange students so that their typing ability is fairly even.

YOU CAN TYPE

OBJECTIVE: To review material already taught; to learn names and purposes of various typewriter parts; and to encourage a positive attitude toward learning to type.

MATERIALS: A duplicated sheet for each student.

DIRECTIONS: Fill in the blank lines in column one to correctly spell parts of the machine (typewriter) that are defined in column two.
Read the positive statement that is spelled out vertically.

1. _ _ Y _ _ _ _ _ _
2. _ _ _ _ _ O _
3. _ _ _ _ _ _ _ U _ _ _ _
4. _ _ _ _ C _ _ _ _
   _ _ _ _ _ _ _ _ _
5. _ A _ _ _ _
   _ _ _ _ _ _ _ _ _
6. _ _ _ _ _ _ N
   _ _ _ _ _ _ _ _ _
7. _ _ _ _ _ T _ _ _ _
8. _ Y _ _ _ _ _ _ _
9. _ P _ _ _ _ _ _ _
10. _ _ _ _ _ _ _ _ E
    _ _ _ _ _ _ _

A. Area of typewriter where letters of alphabet and numbers are found (1 word)

B. An ink-bearing strip of cloth for giving the impression in a typewriter (1 word)

C. Located on left side of paper table; used to guide left edge of paper for straight insertion (2 words)

D. Part of typewriter that permits one to change line of type temporarily (2 words)

E. Part of typewriter that permits one to remove paper from the typewriter without rolling cylinder (2 words)

F. Key used to permit one to continue typing beyond the right margin setting (2 words)

G. Key used to type capital letters and many symbols (2 words)

H. Sometimes called platent; rotating part that carries paper through (1 word)

I. Primarily used to space words (2 words)

J. Key or lever to return carriage to left margin setting (2 words)

See Activity Key on Page BK-5

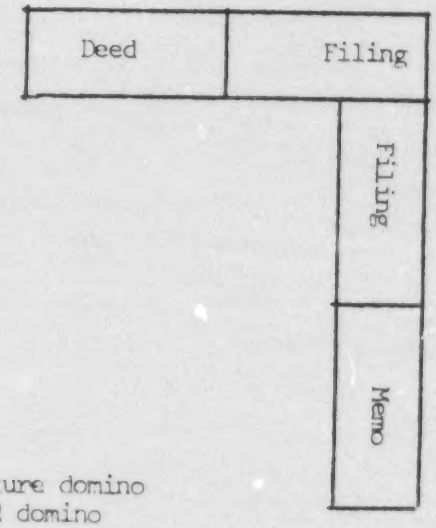
DOMINOES

OBJECTIVES: To provide practice with visual discrimination, and sight word skills.

MATERIALS: Several sheets of stiff paper.

DIRECTIONS: This game helps visual discrimination, sight word skills. Cut stiff paper into domino shapes. Print a word or paste a picture on each half of each domino. Be sure to have duplicates of each word and picture. The players match duplicate words or pictures, as in regular dominoes.

Example: Communication & Media Terms



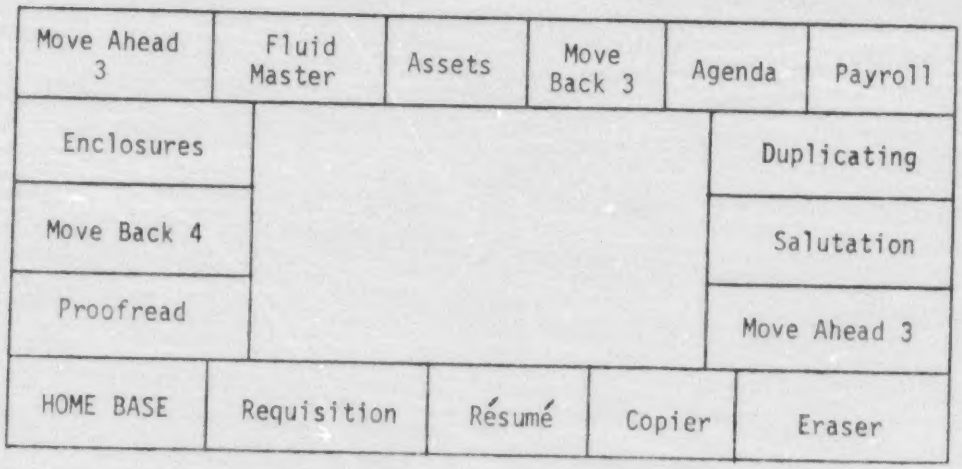
VARIATIONS: A word domino with a picture domino
A word domino with a word domino
A word domino with a definition domino

GO AROUND THE BOARD

OBJECTIVE: To provide practice with sight vocabulary and further develop word recognition skills.

MATERIALS: A rectangular piece of heavy paper, about one-foot square, with a 2-inch margin. The margin is divided into spaces in which words for practice are written; some of the spaces may be used for penalties or rewards. A spinner for determining the number of spaces to be moved; a colored marker for each player.

DIRECTIONS: Each player, in turn, spins the arrow and moves clockwise the number of spaces indicated, starting with "Home Base". S/he reads the word that s/he "lands on". If s/he doesn't know the word, s/he returns to the original space until his/her next turn. The pupil first going all the way around to "Home Base" wins. (Phrases or sentences may also be used).



HUNTING

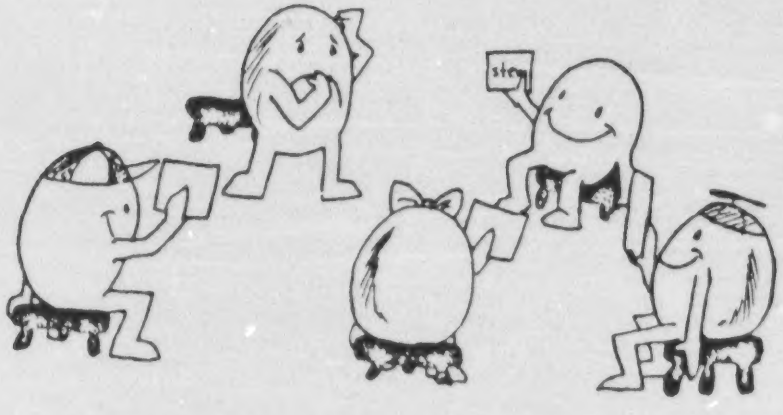
OBJECTIVE: To provide a review of special words from the sight vocabulary.

MATERIALS: Communication and media vocabulary words.

DIRECTIONS: Pass out cards to all but one of the students. As soon as each student knows his/her word, s/he holds the card up so it can be seen by the others. When all the cards are in sight, the instructor pronounces a word held by one of the students. The student who has no card goes "hunting". If s/he can find the word, s/he may read it aloud and take it to his/her chair. The student whose card has been taken is now the new "hunter". (Courtesy should be stressed).

SAMPLE WORDS:

Itinerary	Enclosure
Duplicating	Newsletter
Transparencies	Salutation
Proofread	Telephone



WORDO

OBJECTIVE: To provide practice in word recognition and spelling reinforcement.

MATERIALS: Squares of paper, cards.

DIRECTIONS: Take square pieces of paper and draw on them 25 blocks--5 across, 5 rows down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word and spells it. The students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, s/he wins, and cries "Wordo!" The winner can then be the caller for the next game (if s/he reads well enough).

W	O	R	D	O
alkali	darkroom	contrast	flash	grain
ink	halo	pulp	ream	shadow
phantom	scum	FREE	proof	opaque
web	pigment	tinting	tack	artype
blind	dummy	hairline	ligature	negative

WORD RELAY

OBJECTIVE: To provide quick recognition of words (by sight and sound) that are necessary for the content material being taught.

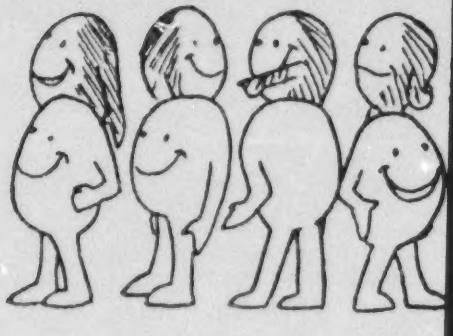
MATERIALS: 25-30 word cards. Words may be printed on 3" tagboard. New word cards may be made to replace words to be learned for each game.

DIRECTIONS: Place cards on the floor or table. Place students on the other side of the room in a line as shown in the illustration. The instructor calls out a word and the first player on each team runs to the cards trying to be the first to find it. When a player returns to his/her team, the instructor calls out another word, and the second player on each team runs to get the word card. The team with the most correct cards at the end of the game wins.

VARIATIONS: The instructor can indicate a word to find and at the signal each player finds his/her word and runs back so the next player can run, as in a relay.

SAMPLE WORDS:

brayer	darkroom	contrast
camera	copy board	ligature
blind	crop	legend
artype	exposure	layout
chalking	embossing	masking
chase	laminating	collating



WORD SEARCH PUZZLE

OBJECTIVE: To provide practice in Word Recognition, Vocabulary, and Spelling Reinforcement.

MATERIALS: A duplicated sheet with the word search puzzle for each student.

DIRECTIONS: The following puzzle can be used in several ways to teach the above skills. The words can be given orally, one-by-one, training the student to visualize the word and find it. The definitions might be given either orally or in writing to review vocabulary and spelling of the hidden words. In individual situations where particular students have few, if any, reading skills, the list of words might be given to help these students in word recognition.

WORD SEARCH PUZZLE

F E I T I N E R A R Y G Z S E D E T
I Y F Y D F G Q H J K T R D B N M R
L S F P G J K B V C D E W F H V F A
M W F E H F R G H J T F V G S D S N
S Q F W K K H G F T D E E G H J K S
T W H R H J R E E K L L M D H G H P
R Q B I D G J L L O U Y U A F J T A
I S J T W H S N O I T I S I U Q E R
P L T E G W K F T S H K E V U K S E
Q W H R E S A J K D E S R R H K C N
U D S N F E N C L O S U R E S L R C
P O C K A H W D L C H S H E J S J I
M E M O A J K W I B E H K S G S E E
S D U R P Y Z X W M A G A Z I N E S

Itinerary
Requisitions
Transparencies
Newsletters
Typewriter
Magazines
Résumé
Will
Enclosures
Memo

See Activity Key on Page BK-5

CHARADES

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Word cards with names or vocabulary terms dealing with communication and media.

DIRECTIONS: The class is divided into several groups. A student selects one card and in front of the group must act out the word without speech. The turn rotates from team to team and at the end of a pre-determined time, the team with the highest number of points wins.

VARIATION: The class is divided into two teams. Team A selects a student. This student draws a card from a box and represents this term or piece of equipment. Each team alternately asks questions about the term or equipment. The student answers with yes, no, or sometimes. The first team who gives the term or equipment receives one point. (The instructor then decides how the points will be used.)

SAMPLE WORDS:

Copier	Tape Recorder
Eraser	Typewriter
Paper Cutter	Dictaphone
Telephone	Pencil

CONCENTRATION I

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Index cards.

DIRECTIONS: Using index cards, make a set of 10 cards, a forfeit card, and a wild card. At the top of each card, print a word. Make a duplicate set for each word. Place the cards word down. Player one turns over two cards; if they match, s/he pronounces the word and receives 1 point. If they do not match, turn the cards back over. The next player has his/her turn. If a player matches the forfeit card, s/he takes a point from the opponent. Wild cards will match anything. Continue until all cards are turned over.

SAMPLE WORDS:

Resume	Enclosures
Signature	Carbon Paper
Films	Receptionist
Filing	Deed
Newsletter	Agenda

VARIATIONS: 1 set of words with 1 set of pictures
1 set of words with 1 set of definitions

CONCENTRATION II

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Index cards

DIRECTIONS: Using index cards, make a set of 10 cards, a forfeit card, and a wild card. At the top of each card, print a word. Make a duplicate set for each word. Place the cards word down. Player one turns over two cards; if they match, s/he pronounces the word and receives 1 point. If they do not match, turn the cards back over. The next player has his/her turn. If a player matches the forfeit card, s/he takes a point from the opponent. Wild cards will match anything. Continue until all cards are turned over.

SAMPLE WORDS:

Eraser	Signature
Pen	Memo
Films	Duplicating
Time Card	Dictation
Projector	Complimentary Close

VARIATIONS: 1 set of words with 1 set of pictures
1 set of words with 1 set of definitions

I KNOW IT

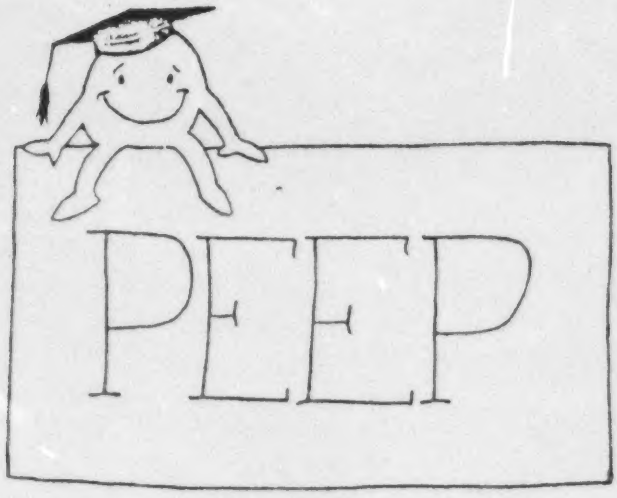
OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Index Cards

DIRECTIONS: Print words on a set of index cards. Place them in a pile, face down, before two students. As each student draws a card he must read aloud the word printed on it and give the definition. The students not knowing the definitions or the pronunciation of the word on the cards, places the card in a third pile for later use. The student with the most cards wins.

SAMPLE WORDS:

Bulletin Board
Receptionist
Complimentary Close
Paper Cutter
Overhead Projector
Filmstrip
Date Line
Salutation



OLD MAID

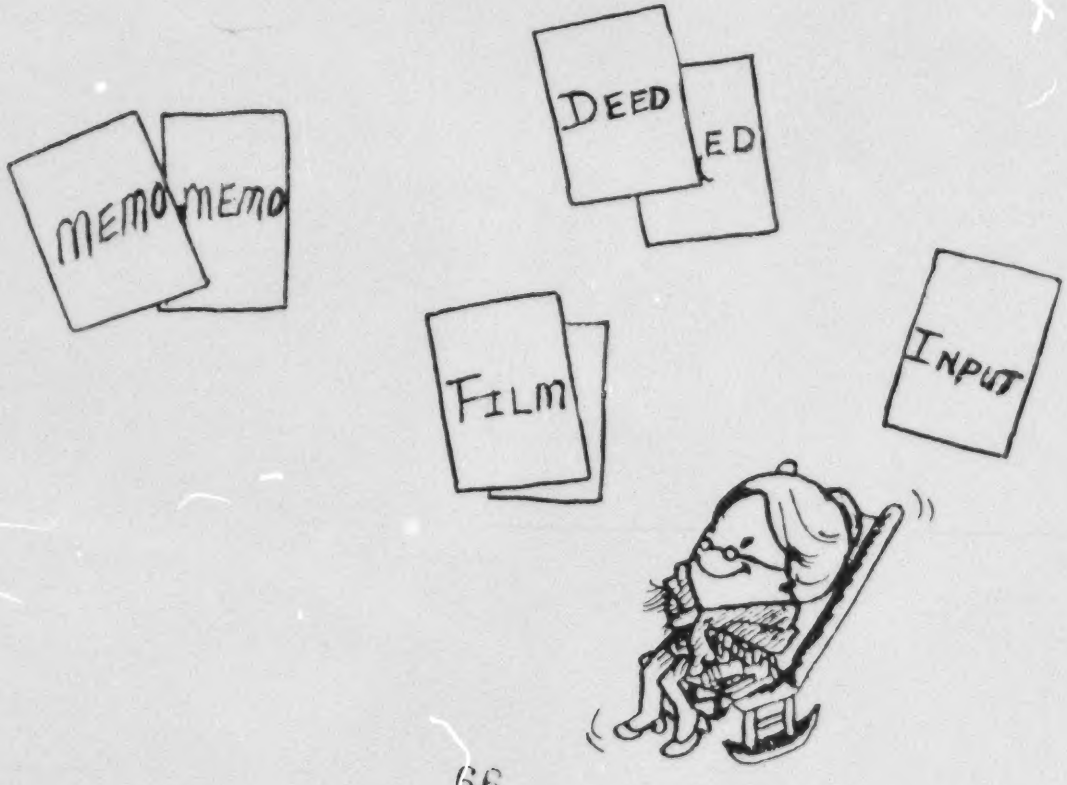
OBJECTIVE: To provide practice in vocabulary building.

MATERIAL: 20 Index Cards

DIRECTIONS: Using index cards, make a deck of about 20 cards, plus one additional card for the Old Maid. At the top of each card, print one word. Make a duplicate card for each word, ten words in all. The Old Maid card in one unpaired word.

Deal out all the cards. Beginning with the person at the dealers left, take turns drawing from the person to the right. As pairs are formed, the word is pronounced and the "book" placed on the table. Continue until all the cards are paired and one person is left with the Old Maid. The word on the Old Maid card may be changed frequently to prevent memorization.

VARIATIONS:
word-picture
word-definition
word-word
word and picture-definition



TIC-TAC-TOE

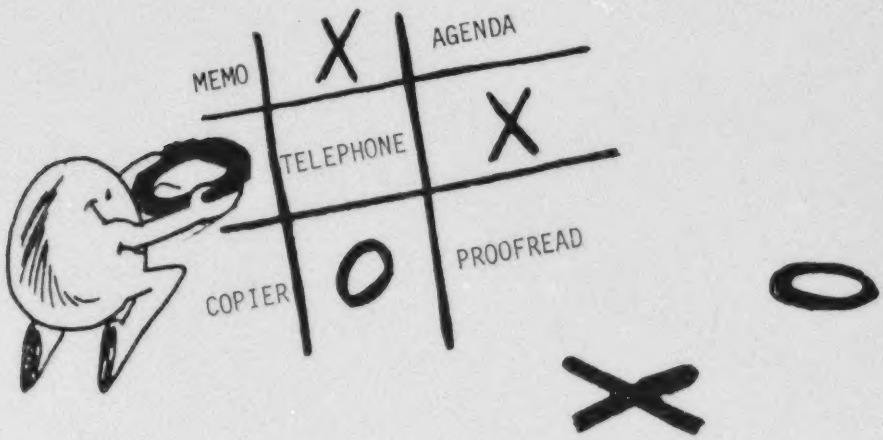
OBJECTIVE: To provide practice in vocabulary building.

MATERI LS: Posterboard, small pieces of paper.

DIRECTIONS: On pieces of cardboard, draw the familiar tic-tac-toe game (nine squares). Instead of leaving each space blank, write a different word in each square. Small pieces of paper with X or O printed on them can be used for markers. Two students can then play tic-tac-toe, but cannot cover a space with a marker unless they can read the word. If many words are to be used, prepare a master sheet printed with nine squares and run off copies.

2 Students - 1 Questioner
Small Marker for X - O

1. Used to relay information with an organization
2. Used to reproduce copies of documents
3. Done to make sure there are no errors
4. A schedule of activities to be covered at a meeting



See Activity Key on Page BK-5

VOCABULARY

OBJECTIVE: To encourage students to identify and construct smaller words within communication and media terms.

MATERIALS: Duplicated sheet for each student.

DIRECTIONS: Take a few terms, and see how many smaller words can be made using the letters in each word.

SAMPLE WORDS:

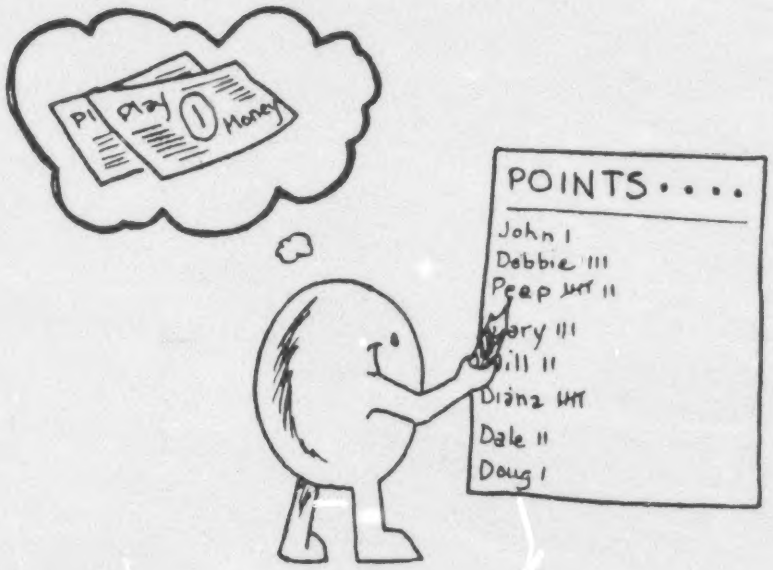
Transcription	Transparencies
Filmstrip	Receptionist
Requisitions	Proofread
Itinerary	Carbon Paper

WORD BANK

OBJECTIVE: To develop the student's vocabulary.

MATERIALS: Poster, play money, prizes.

DIRECTIONS: This game, which builds vocabulary, involves a poster, play money, and prizes. Students learn words from vocabulary lessons, with ten points given for every ten words learned. Play money is given for each one hundred words learned. Every four or six weeks an auction is held, during which students use their play money to bid for real prizes. (In one small town, local merchants donated prizes).



WORDO

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Squares of paper; cards.

DIRECTIONS: Take square pieces of paper and draw on them 25 blocks--five across, five down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word aloud and spells it. The students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, s/he wins, and cries "Wordo!" The winner can then be the caller for the next game (if s/he reads well enough).

W	O	R	D	O
résumé	memo	will	films	deed
itinerary	agenda	signature	proofread	time card
transparencies	payroll	F R E E	enclosures	bulletin board
requisitions	purchase order	newsletter	assets	fluid master
tape recorder	duplicating	overhead projector	paper cutter	liabilities

VARIATIONS: word - picture
word - definitions
word - word
word and picture - definitions

WORD PARCHEESI

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Posterboard, chips

DIRECTIONS: Take a large piece of stiff rectangular paper and make a two-inch margin around the edge. Divide that margin into spaces and in each space write a word, initial sound, or blend. Corner spaces can be used for penalties or rewards. Example: Move back four spaces, take another turn, etc.

Go Forward 2 Spaces	zography	Caption	basis weight	density	Go Back 2 Spaces
watermark	Make a disk with numbers and an arrow. The student spins the arrow and moves the number of spaces indicated. S/he must read each word or sound as s/he moves to each space. S/he must read and define all the words. If s/he cannot, s/he must go back to the previous move. The first student to go around the board wins the game.				blow-up
stylus					color separation
glossy print					color proof
chalking					font
walking off					engraving
signature					gray scale
Go Back 2 Spaces	gamma	intaglio	jog	laminating	S T A R T

BASEBALL

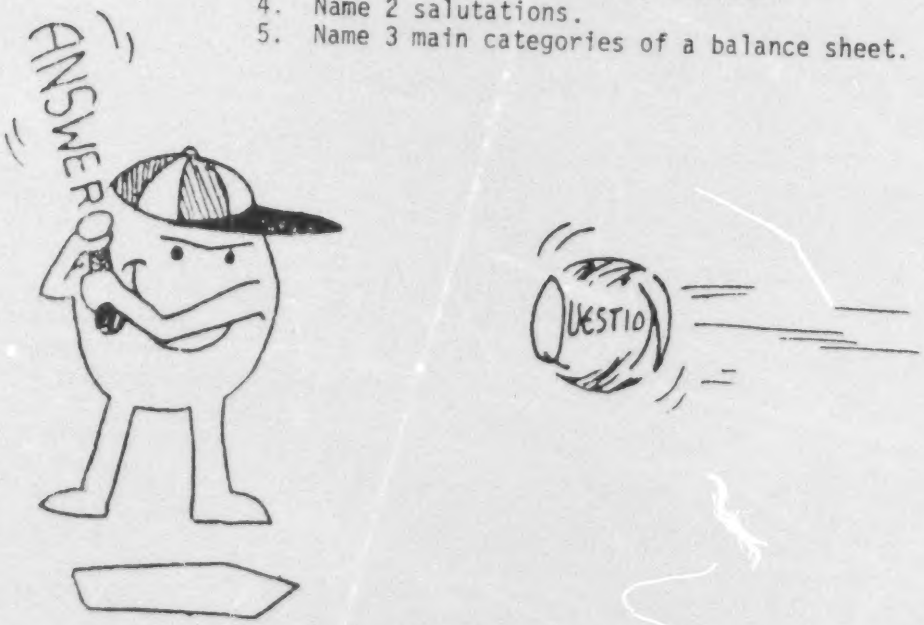
OBJECTIVE: To review subject matter already taught in class. This may be used as a screening device to determine pupils who may need remedial help in retention skills.

MATERIALS: List of questions to be asked of players.

DIRECTIONS: Divide the class into two teams. Place chairs in baseball diamond shape. First player from Team I starts at home pla e (chair) and answers the question asked by the instructor. S/he then moves to first base (chair) if s/he answers correctly. The second player comes to bat at home plate. If s/he answers correctly, then s/he moves to first base and the first player moves to second. The third player comes to bat and gets the next question (ball). If s/he answers correctly, all players move on to the next base. When the first player gets home, s/he has scored a point for Team I. When the second player gets home, s/he has scored another point. If a player misses a question, it's called an out, and no one moves ahead. When three "outs" are made, the top of the first inning is over and Team 2 comes to bat. At the end of the playing time, the scores are counted to determine the winning team.

SAMPLE QUESTIONS:

1. What is the purpose of a requisition?
2. What is an asset?
3. Name 3 duties of a receptionist.
4. Name 2 salutations.
5. Name 3 main categories of a balance sheet.



See Activity Key on page BK-6

CLOZE INVENTORY AND MAZE

OBJECTIVE: To assess difficulty level to monitor comprehension.

MATERIALS: Duplicated copy for each student

DIPECTIONS: Give each student one copy and allow ample time to complete.

PROCEDURE FOR DEVELOPING THE CLOZE TEST
by Wilson L. Taylor

I. Preparation

1. Select a sample passage from your reading material.
2. Type the first sentence just as it is.
3. Type each succeeding sentence leaving out every fifth word in the text until you have fifty blanks. The starting point for every fifth word can be chosen arbitrarily in the second sentence.
4. Replace each dropped word with a numbered blank of uniform length.
5. Type the last sentence completely, without inserting any blanks.
6. Prepare a 50-space answer sheet.

II. Student Instructions

7. Instruct the students to read the entire passage before completing any blanks.
8. Have the students fill in the blanks.

III. Evaluation

9. Score as correct those answers which are exactly the same as the words in the original reading material. Substitute words, even if they make good sense in the sentence, are scored incorrect.
10. Words with minor spelling errors may be accepted as correct.
11. Determine reading levels:

    a. Independent reading level---23 and above correct.
    b. Instructional reading level---19-22 correct.
    c. Frustration reading level---below 19 correct.

Source: Cloze Procedure: A Tool for Measuring Readability, Journalism Quarterly 30: 415-33, Fall 1953.

CLOZE INVENTORY - USED TO ASSESS DIFFICULTY OF COPY

Printing is a method of making copies of words and pictures. Printing probably has done _____(1) to give man knowledge _____(2) any other human achievement. _____(3) puts knowledge within easy _____(4) of everyone who can _____(5). Our lives would be _____(6) different without printing. We _____(7) have only a few _____(8), and they would be _____(9) by hand. We would _____(10) no newspapers, magazines, postage _____(11), paper money, calendars, colorful _____(12) for candy and other _____(13). Only a few people _____(14) be able to read _____(15) write.

The printing industry _____(16) many job opportunities for _____(17) persons. General qualifications for _____(18) jobs include training, manual _____(19), accuracy, and the ability _____(20) work rapidly. Many printers _____(21) under pressure to meet _____(22) deadlines. They must be _____(23) to concentrate on their _____(24) despite distractions, such as _____(25) roar of printing presses _____(26) the noises made by _____(27) machinery.

Wages in the _____(28) industry are among the _____(29) in the United States. _____(30) can find jobs in _____(31) every part of the _____(32). The industry also offers _____(33) stability, because printing usually _____(34) affected less by seasonal _____(35) and economic slumps.

Printing _____(36) is called a "supersalesman" _____(37) helps distribute goods and _____(38) throughout the world. The _____(39) industry undoubtedly will continue _____(40) grow along with the _____(41) of

industry, because almost _____ kind of business uses _____.
42 43

This will mean a _____ demand for young persons _____ learn
44 45

various printing skills. _____ schools and trade schools _____
46 47

training in the printing _____, and colleges give courses _____
48 49

printing and the other _____ arts. A career in printing may be for
50

you.

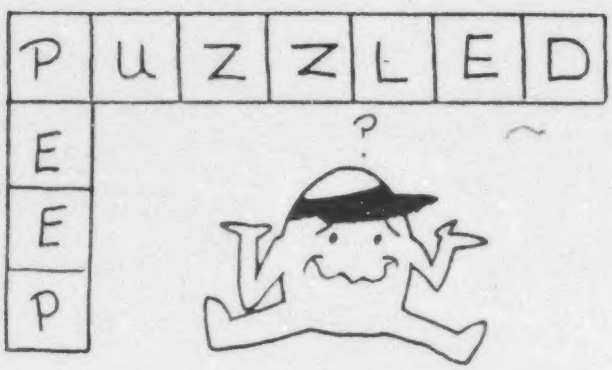
See Activity Key on page BK-6

CROSSWORD PUZZLE

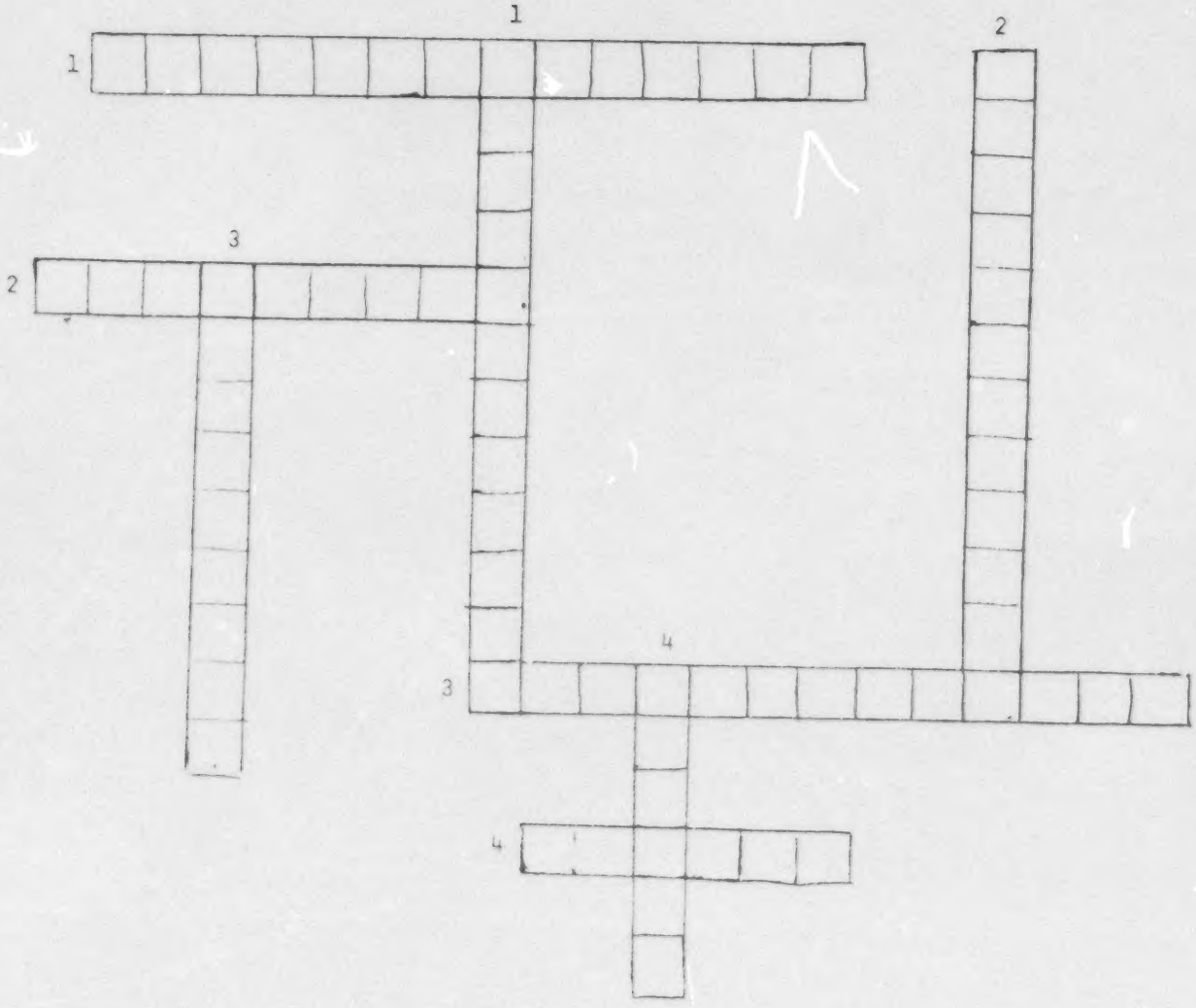
OBJECTIVE: To answer definitions or incomplete sentences and to fit these answers into a crossword puzzle.

MATERIALS: A duplicated sheet with the crossword diagram for each student.

DIRECTIONS: Give each student a dittoed sheet of paper with a crossword diagram and a list of questions. The bottom portion of this puzzle lists the descriptive clues. The students find the answers through individual research, then fit the answers into the puzzle. When a number of students have completed the puzzle, ask one of them to put it on the chalkboard, then discuss each answer with the class. This type of puzzle can be used as a launching pad for class discussions and has the added virtue of giving the slower students a sense of accomplishment. The completed crossword puzzle also serves as a ready-made study guide for the students.



CROSSWORD PUZZLE



ACROSS

1. Used with an overhead projector
2. Used in a Filmstrip projector
3. What happens after dictation
4. A writing instrument

DOWN

1. Person who greets visitors
2. Accounting Form
3. Monthly or weekly publication
4. Schedule of events for a meeting

See Activity Key on Page BK-7

MATCH GAME

OBJECTIVE: To provide practice in choosing the right process and method of placing images on objects.

MATERIALS: A duplicated sheet for each student.

DIRECTIONS: Match the process with the basic method by placing the correct letter from Column II on the blank in front of the number in Column I.

COLUMN I	COLUMN II
_____ 1. blind stamping	A. relief surfaces
_____ 2. copperplate engraving	B. plane surfaces
_____ 3. thermography	C. sunken surfaces
_____ 4. thermofax	D. stencil
_____ 5. die cutting	E. electrostatic
_____ 6. dry offset	F. flectrochemical
_____ 7. xerography	
_____ 8. gravure	
_____ 9. offset	
_____10. gold leaf stamping	
_____11. screen process	
_____12. die stamping	
_____13. photogelatin	
_____14. embossing	

See Activity Key on Page BK-7

WHAT IS MISSING?

OBJECTIVE: To develop visual discrimination and memory.

MATERIALS: Several common objects in the communication and media area, such as:

memo	résumé
film	balance sheet
time card	tape recorder
paper cutter	carbon paper

DIRECTIONS: These objects are placed on a table. The students have an opportunity to see them. One student is designated to leave the room. One object is taken from the table. The student returns and determines which object is missing.

BOGGLE

OBJECTIVE: To develop word recognition skills.

MATERIALS: Word list for each student.

DIRECTIONS: Each player has a list of words that can be broken down into smaller words. The one who finds the most words wins the game.

SAMPLE: Inflation

1. in
2. flat
3. nation
4. fan
5. no
6. ton
7. fin
8. tin
9. fat
10. tan
11. nail
12. tail

CONCENTRATION

OBJECTIVE: Increase word recognition skills of distribution and marketing terms.

MATERIALS: Poster and numbered squares.

DIRECTIONS: Prepare a poster with 16 squares with vocabulary words. Have two squares in various places on the poster and numbered squares will cover the words. A player will call out a number and the numbered square is removed, displaying a word. The student will call out a second number trying to get a match. If a match is made, points are given to that player. If not, numbered squares are again placed over words. A second player calls a number, keeping in mind the location of the words called by previous player. Student making the most matches wins the game.

EXAMPLES:

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

chef	model	bank teller	hostess
florist	cashier	inventory	bank teller
insurance agent	insurance agent	cashier	chef
model	hostess	florist	inventory

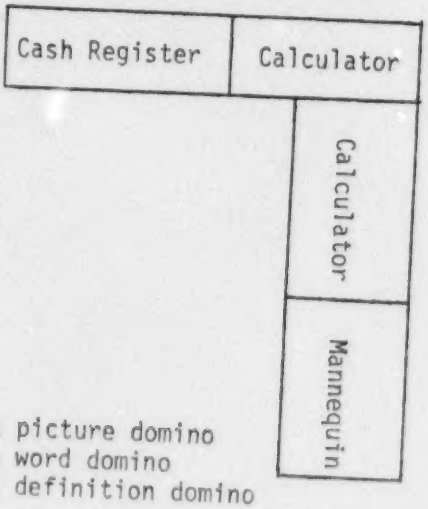
DOMINOES

OBJECTIVE: To provide practice with visual discrimination and sight word skills.

MATERIALS: Several sheets of stiff paper.

DIRECTIONS: This game helps visual discrimination, sight word skills, Cut stiff paper into domino shapes. Print a word or paste a picture on each half of each domino. Be sure to have duplicates of each word and picture. The players match duplicate words or pictures, as in regular dominoes.

EXAMPLE: Distribution and Marketing terms.



VARIATIONS: A word domino with a picture domino
A word domino with a word domino
A word domino with a definition domino

GO AROUND THE BOARD

OBJECTIVE: To provide practice with sight vocabulary and further develop word recognition skills.

MATERIALS: A rectangular piece of heavy paper, about one foot square, with a 2 inch margin. The margin is divided into spaces in which words for practice are written; some of the spaces may be used for penalities or rewards. A spinner for determining the number of spaces to be moved; a colored marker for each player.

DIRECTIONS: Each player, in turn, spins the arrow and moves clockwise the number of spaces indicated, starting with "Home Base". He reads the word that he "lands on". If he doesn't know the word, he returns to the original space until his next turn. The pupil first going all the way around to "Home Base" wins. (Phrases or sentences may also be used.)

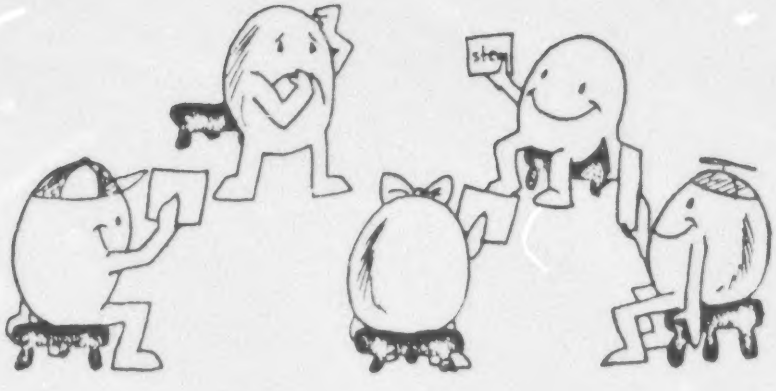
MOVE AHEAD 3	CASH REGISTER	MOVE BACK 3	PROPAGANDA		ADVER-TISING
ATTITUDE					INGRE-DIENTS
COM-MERCIAL					MOVE AHEAD 3
CLASSI-FIED					HOSTESS
-START-HOME BASE	PRODUCTIVITY	ENDORSEMENTS	MOVE BACK 2	SUPER-MARKET	AUTO-MATION

HUNTING

OBJECTIVE: To provide a review of special words from the sight vocabulary.

MATERIALS: Basic vocabulary words.

DIRECTIONS: Pass out cards to all but one of the students. As soon as each student knows his/her word, s/he holds the card up so it can be seen by the others. When all the cards are in sight, the instructor pronounces a word held by one of the students. The student who has no card goes "hunting". If s/he can find the word, s/he may read it aloud and take it to his/her chair. The student whose card has been taken is now the new "hunter". (Courtesy should be stressed).



INSURANCE TERMS WORD SEARCH PUZZLE

OBJECTIVE To provide practice in word recognition and spelling reinforcement.

MATERIALS: A duplicated sheet with the word search puzzle for each student.

DIRECTIONS: Circle the correctly spelled insurance terms in the puzzle. The terms may be circled vertically, horizontally, diagonally, or backwards.

agent
annuity
basic health coverage
beneficiary
cash value
coinsurance
collision
comprehensive
convertible policy
deductible clause
depreciation
dividend
economic risk
endowment
group life insurance
insurable interest
insurance
insurance company
insured
inventory
limited payment
major medical
Medicaid
Medicare
mortgage
nonparticipating
pensions
personal liability
personal property
policy
premium
proof of loss
real property
rider
social security card
straight life
surgical expense
term
uninsured motorists protection
whole life
workmen's compensation

O C B U S E T L A C I D E M R O J A M C O I N X Y A A N
U O C C E C O E C O N O M I C R I S K Y A P O L I C Y A
N N N O M E W H O L E L I F E M E N T T T A A O N T J U
V V E R S S S O L I F J U S T E E R R R S S O R B Q U
N E I A A O N L I M I T E D P A Y M E N T Z E R T O U
U R D S S O O O S S O L F O F O O R P E S P P I I O N
B T U O U U U C C I N N S U N W O D E O R O D N E E R T
I I R W O R R R K O S O N P A Y B E F R R E N E C A U R
A B A M O B D E J N E N F F O E J Y I P Y O M U D O O N
I L B E M E N T D O R P E R S O N A L L I A B I L I T Y
B E L N O N E S W M O A R P T A G A T A A N N N U O T Y
E P E T E E D E T Y O R L I P O N Y H E R E A V T M E R
V O I D A F I B L B T T O M M O O N G R O U P E N D O W
O L N I I I V G O A N I O U S O O O I U M L N N N P O R
J I T S O C I A L S E C U R I T Y C A R D A S T A N D E
G C E S S I D S E I E I E N I E N N R R O V B O K M O N
R Y R M E A N K E C O P E N N S S T T E R H O R E M M O
O R E M M R K R N H C A B A S A T T S D R S H T R R N S
U S S N A Y M A R E I T N S S U T S R I A A A N I S S T
P O T C R E R R R A I I I U N N D E P R E C I A T I O N
L O L O O U V E E L N N R T E O R R E R S T I N T O O P
I B E I S N E F I T E G A G T R O M C I O A B Y R R E R
F C O N M P S S I H I A A A R R R D I D E T M N D O R R
E O I S N N S S S C O M P R E H E N S I V E E A A O O J
I N S U A N N B A O M M M R R E O I N A E E D C C T I O
N S U R A N B L E V O B S T T N O N O C U S I C T C T I
S S S A N D E N D E C N A R U S N I C I C N C O C I R E
U N N N O X T I O R N N N R U S J W O D R K A S T I O N
R O O C P O M E N A T N R R R S S A I E D E R U S N I N
A R E E E Z E S T G S T R A I M E M O M R A E R N N I N
N O N P A R T I D E D U C T I B L E C L A U S E E Z O N
C S S N A A W O R K M E N S C O M P E N S A T I O N N M
E G O D O N N A T E R E S A P A M D E B B I E E E O R E

See Activity Key on Page BK-8

TIC-TAC-TOE

OBJECTIVE: To increase word recognition of distribution and marketing terms.

MATERIALS: Poster and squares with X or O.

DIRECTIONS: Definitions are placed in nine blocks on poster. Blocks are labeled A, B, C, D, E, F, G, H, I. The first player calls out a letter. The instructor or other person assigned selects a definition of a distribution and marketing term picked at random. If the player can name the word, s/he is given the square with an X. The next player selects a letter and his/her square is marked with an O if s/he names the word. The player who gets three in a row, vertically, diagonally, or horizontally wins the game.

X A	O B	X C
X D	O E	X F
O G	X H	O I

WORD JUMBLE PUZZLE

OBJECTIVE: To provide practice in vocabulary building and spelling.

MATERIALS: A duplicated sheet with the word jumble for each student.

DIRECTIONS: Unscramble the letters and find the words having to do with Distribution and Marketing.

Unscramble these words

1. O R O T I O N A R P C
   1 2 3 4 5 6 7 8 9 10 11

2. Y T R D S I U N
   12 13 14 15 16 17 18 19

3. P N P A R I T R S H E
   20 21 22 23 24 25 26 27 28 29 30

4. C N O M I P T E T I
   31 32 33 34 35 36 37 38 39 40

5. T I N N E S M T L A L
   41 42 43 44 45 46 47 48 49 50 51

6. I F A N O T I N L
   52 53 54 55 56 57 58 59 60

Make two words by filling in the appropriate letter that corresponds to its number.

10 30 9 16 1 7 8 50 16 29 1 10 10 30 9

See Activity Keys on Page BK-8

WORD RELAY

OBJECTIVE: To provide quick recognition of words (by sight and sound) that are necessary for the content material being taught.

MATERIALS: Chalkboard.

DIRECTIONS: The instructor writes the words on the chalkboard. The students are assigned to teams. The instructor calls out a word and the first player on the team runs to the board trying to find it. The player is given 10 seconds to draw a line through the word. If s/he cannot find the word, the first player on other team has an opportunity to find it. The team finding the most words wins the game.

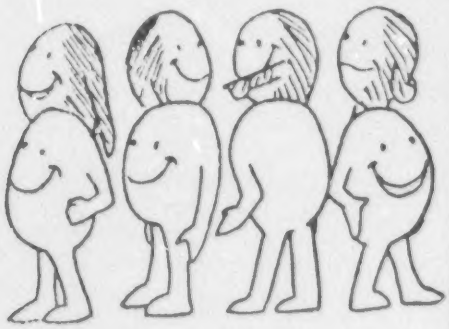
The team captain draws to see who goes first.

VARIATIONS: The instructor can indicate a word to find and at the signal, each player finds his/her word and runs back so the next player can run, as in a relay.

Words are written on the chalkboard.

SAMPLE WORDS:

deposit	sales credit	deficit
interest	down payment	sales tax
finance charge	insufficient funds	tariff
bank draft	payer	barter
surplus	terminate	money



WORD SEARCH PUZZLE

OBJECTIVE: To provide practice in Word Recognition, Vocabulary, and Spelling Reinforcement.

MATERIALS: A duplicated sheet with the word search puzzle for each student.

DIRECTIONS: The puzzle on the next page can be used in several ways to teach the above skills. The words can be given orally, one-by-one, training the student to visualize the word and find it. The definitions might be given either orally or in writing to review vocabulary and spelling of the hidden words. In individual situations where particular students have few, if any, reading skills, the list of words might be given to help these students in word recognition and a brief definition.

On the following page is a list of definitions and words to help the students locate the words in the puzzle.

Fill in the blanks and locate in the puzzle the following terms:

automation	textiles	inflation
inventory	fraud	producer
customer	durable	catering

one that purchases a commodity or service _____

cloth _____

deceit _____

to last _____

to supply what is required or desired _____

general increase in the level of prices _____

the use of electronic and mechanical devices that operate with little or no human aid _____

anyone who produces or helps produce goods or services _____

a list of goods on hand _____

A S T E R I N F L A T I O N S D

U B A P T I D O T E R C F O U X

T X B R N T Z S R N E B C R D E

O O C O Z P L B D E S S A S P T

M N R D P L C E A N M B Q G Q S

A Q F U T A C D E G L O N E P S

T Z G C S M L K J E I A T T R N

I N V E N T O R Y N B D X S T S

O Z N R B O S Q R W E N U N U Q

N A N D C A T E R I N G D A T C

P O S O X N T X D L Y M E A R O

R A N Q S T E X T I L E S C A F

See Activity Keys on Page BK-9

Find and circle the following words in the puzzle below.

1. tourism
2. VISA
3. bellhop
4. chef
5. verify
6. supplies
7. retail
8. classify
9. marketing
10. sales
11. buyer
12. purchase
13. stockroom
14. commercial
15. cashier
16. credit
17. goods
18. wholesale
19. stock
20. customer
21. labeling
22. durable

S A S G H T O U R I S M C C

T C H V U Q F Z E E S D O H

O L U I C B R Y T K Q U M E

C A U S A T L A A I C R M F

K S I A T D I L I D U A N E

R S G O O D S O L N S B R D

O I B U Y E R Y N H T L C D

O F L C R E D I T Y O E I E

M Y L A B E L I N G M P A L

F S U P P L I E S C E U L A

P N O I T Y E T A I R R C S

Q O X Y F E N P L N S C D E

U I J I F A U O E E N H R L

O U R P K C O T S K A A N O

S J C A S H I E R C N S U H

V A M A R K E T I N G E A W

See Activity Keys on Page BK-9

FIND A PAIR

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: A duplicated sheet for each student.

DIRECTIONS: Place the letter of the definition in Column II on the blank in front of the number in Column I.

Column I	Column II
_____ 1. public property	A. The amount of money left from income after all expenses have been paid.
_____ 2. labor	B. To take the goods back from the buyer if the buyer is unable to meet the payments of the installment contract.
_____ 3. supply	C. The process of providing goods and services to satisfy human wants.
_____ 4. profit	D. When there is only one producer of a good or service.
_____ 5. payee	E. The total amount of a good or service available for sale at a given time.
_____ 6. sound money	F. A term stamped on checks to indicate that there is not enough money in the checking account to cover the amount.
_____ 7. national debt	G. Money with a constant purchasing power.
_____ 8. credit	H. Property owned by local, state, or federal government.
_____ 9. repossess	I. A form issued by certain agencies that orders the payment of specific sums of money.
_____10. purchasing power	J. A means of obtaining goods, services, or cash in exchange for a promise to pay for them at some future time.
_____11. money order	K. The desires for all types of things that people feel will make life better for them.
_____12. insufficient funds	L. The person or company to whom a check is made out.
_____13. production	M. The process of providing goods and services to satisfy human wants.
_____14. wants	N. The amount owed by the federal government.
_____15. monopoly	O. All forms of physical and mental effort.

See Activity Key on Page BK-10

HANGMAN

OBJECTIVE: To provide practice with sight vocabulary and word meanings.

MATERIALS: Blackboard or overhead projector.

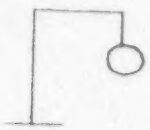
DIRECTIONS: The teacher or a student may act as the hangman. A word related to the material being studied is selected, but not revealed to the class. The class divides into 2 groups. The hangman's noose is drawn on the board and spaces are drawn in for the letters of the word. Each team member takes a turn about at guessing the word or letters in the word.

SAMPLE: Word selected: Creditor

Leader: (hint) This person is nice to have around if you need money.

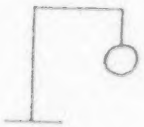
_ _ _ _ _ _ _ _ _

A member of team 1: I'll guess letter F.
Leader: F is not found in this word. (Draws on the head of the man to be hung).



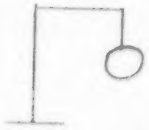
_ _ _ _ _ _ _ _ _

A member of team 2: Is there an E?
Leader: Yes, there is an E.



_ _ E _ _ _ _ _

Another member of team 1: Is there an R?
Leader: There are two R's.



_ R E _ _ _ _ R

Another member of team 2: Is the word Creditor?
Leader: Right. That's 1 point for team 1 (If no one guesses the word, then the man is hung and neither team gets the point).

I KNOW IT

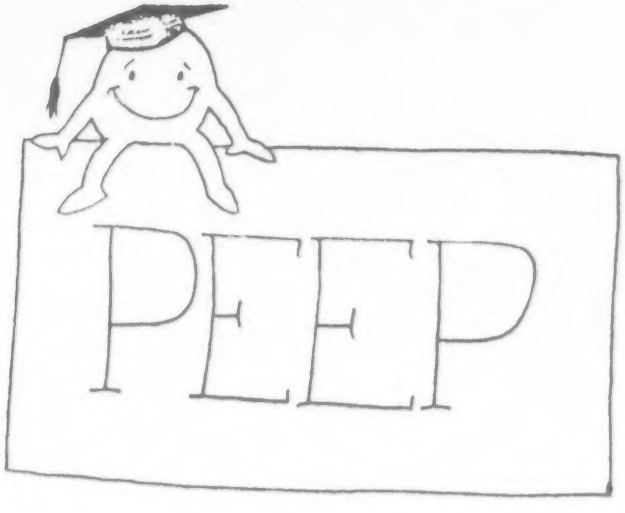
OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Index cards

DIRECTIONS: Print words on a set of index cards. Place them in a pile, face down, before two students. As each student draws a card s/he must read aloud the word printed on it and give a definition of that word. Students not knowing the definition or pronunciation of the words on the card, place the card in a third pile for later use. The person with the most cards wins.

SAMPLE WORDS:

- Subsidy
- Rent
- Wages
- Interest
- Technology
- Gross National Product
- Inflation
- Debtor



OLD MAID

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: 20 index cards.

DIRECTIONS: Using index cards, make a deck of about 20 cards, plus one additional card for the Old Maid. At the top of each card print one word. Make a duplicate card for each word, ten words in all. The Old Maid card is one unpaired word.

Deal out all the cards. Beginning with the person at the dealer's left, take turns drawing from the person to the right. As pairs are formed, the word is pronounced and the "book" placed on the table. Continue until all the cards are paired and one person is left with the Old Maid. The word on the Old Maid card may be changed frequently to prevent memorization.

VARIATIONS:
word - picture
word - definition
word - word
word and picture - definition

RIVALRY

OBJECTIVE: To provide practice in vocabulary building.

MATERIALS: Index cards.

DIRECTIONS: Using index cards, make a set of 10 cards, a forfeit card, and a wild card. At the top of each card, print a word. Make a duplicate set for each word. Place the cards word down. Player one turns over two cards; if they match, s/he pronounces the word and receives 1 point. If they do not match, turn the cards back over. The next player has his/her turn. If a player matches the forfeit card, s/he takes a point from the opponent. Wild cards will match anything. Continue until all cards are turned over.

SAMPLE WORDS:

down payment	inflation
consumer	purchasing power
wealth	deficit
competition	surplus
profit	repossess
patent	utility
pollution	processing

TREASURE HUNT

OBJECTIVE: To provide practice in vocabulary building

MATERIALS: Magazine or newspaper pictures, and index cards

DIRECTIONS: Fill a box with pictures cut from newspapers and magazines. Prepare index cards with words corresponding to each picture. Each student draws a picture from the box, then looks for the corresponding word card. The winner is the student with the largest number of correct word cards.

SAMPLE WORDS:

sales clerk	calculator
manager	computer
model	commercial artist
package wrapper	stock clerk
insurance agent	personal shopper
shoe salesman	invoice
chef	purchase order
bellhop	VISA card
cash register	scales
mannequin	label

WORDO I

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Squares of paper, cards

DIRECTIONS: Take square pieces of paper and draw on them 25 blocks--5 across, 5 rows down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word aloud and spells it. Students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, he wins, and cries "Wordo!" The winner can then be the caller for the next game.

W	O	R	D	O
computer	textiles	adjustment	VISA	competition
inflation	monopoly	hostess	automation	fashion
durable	perishable	bellhop	stock	ingredients
compensation	distribution	retail	warehouse	waitress
sanitation	display	manager	customer	invoice

VARIATIONS: word - picture
word - definitions
word - word
word and picture

WORDO II

OBJECTIVE: To provide practice in vocabulary skills.

MATERIALS: Squares of paper; cards.

DIRECTIONS: Take square pieces of paper and draw on them 25 blocks--5 across, 5 rows down. Print 25 vocabulary words at random in the 25 blocks (to save time, make a stencil of the divided paper and run off copies as you need them). Give each student a copy of the marked paper. Prepare a set of cards with the same words for the person who will call the game.

The caller reads each word aloud and spells it. The students cover each word with a small piece of cardboard as it is called. When a student has covered five words across, down, or diagonally, s/he wins and cries "Wordo!" The winner can then be the caller for the next game (if s/he reads well enough).

W	O	R	D	O
retail	complaint	hotels	mark-up	marketing
returns	cash	bank teller	tourism	discount
sales	sales slip	F R E E	VISA	fashion
customer	invoice	modeling	Master Charge	recreation
wholesale	waitress	distribution	fraud	computer

BINGO

OBJECTIVE: To learn names and/or uses of terms dealing with distribution and marketing.

MATERIALS:
A. Packets of sketches of distribution and marketing terms for each student.
B. A distribution and marketing terms "Bingo" card for each student.

DIRECTIONS: The instructor or "caller" takes a group of flash cards with distribution and marketing terms and displays them one at a time aloud. The students then cover the one area which best fits.

VARIATIONS:
I. Slides, photos, or the actual term may be shown.
II. A word description of the use of the distribution and marketing term or instrument may be given.
III. Cards may be used as an evaluation instrument. Students number from 1 to 12 on paper and write the name and/or use of the tool or instrument.
IV. The caller gives definition and students must cover the term or word.
V. The caller displays a picture of equipment with no word description; the student must cover the word or term.

DEFINITIONS FOR CALLER

1.	Subsidy	Financial aid given to business firms by government.
2.	Rent	Payment received by those who supply property for others to use.
3.	Wages	The payment received by those who supply labor.
4.	Interest	The payment made for the use of someone else's money.
5.	Technology	The scientific use of knowledge in business and industry.
6.	Gross National Product	The total dollar value of all goods and services produced in a nation in a given year.
7.	Inflation	A general increase in the level of prices.
8.	Debtor	Someone who borrows money or buys on credit.
9.	Creditor	Someone who lends money or sells on credit.
10.	Pollution	The process of spoiling the environment.
11.	Business	The organized activities designed to satisfy people's wants for goods and services.
12.	Raw Goods	Things of value grown on or taken from the earth.
13.	Processing	The activities that change a raw good into a usable form.
14.	Manufacturing	The activities involved in combining raw goods or processed goods to produce other goods.
15.	Industry	A group of business firms producing the same or similar goods or services.
16.	Sole Proprietorship	A business firm organized and owned by one person.
17.	Partnership	A business firm owned by two or more persons who share the profit or the loss.
18.	Corporation	A business firm that is created by law to have the same legal status as a person.
19.	Utility	The ability of a good or service to satisfy human wants.

20.	Patent	A grant made by a government assuring an inventor the sole right to make, use, or sell an invention for a specific period of time.
21.	Contract	A legally enforceable agreement between two or more parties.
22.	Tax	A compulsory payment to some level of government.
23.	Economics	The study of how people produce, distribute, and consume the things that satisfy their wants.
24.	Wants	The desires for all types of things that people feel will make life better for them.
25.	Goods	Material things that people are willing to pay for.
26.	Services	The nonmaterial things for which people are willing to pay.
27.	Production	The process of providing goods and services to satisfy human wants.
28.	Natural Resources	All the things provided by nature.
29.	Labor	All forms of physical and mental effort.
30.	Consumers	All the people who buy or use goods and services.
31.	Scarcity	Shortage of resources available to produce all the goods and services that people want.
32.	Private Property	Things of value that are owned by an individual or business.
33.	Business Firms	Individuals who have organized to produce goods and services in the hope of making a profit.
34.	Public Property	Property owned by local, state, or federal government.
35.	Wealth	The dollar value of all property owned at a given time.
36.	Competition	The efforts of two or more business firms trying to sell to the same consumer.
37.	Monopoly	When there is only one producer of a good or service.
38.	Markets	Places or ways in which individuals are brought together for the purpose of buying and selling goods.

39.	Demand	The total amount that consumers are willing and able to buy at any given time for any good or service.
40.	Supply	The total amount of a good or service that is available for sale at a given time.
41.	Price	The amount of money exchanged between buyer and seller when goods or services are bought or sold.
42.	Profit	The amount of money left from income after all expenses have been paid.
43.	Deficit	What results when a government spends more than it receives in revenue in a given period.
44.	Surplus	What results when a government receives more in revenue than it spends.
45.	National Debt	The amount owed by the federal government.
46.	Income Tax	A tax on the income of individuals and corporations.
47.	Sales Tax	A tax on the sale of a wide range of goods and services.
48.	Real Estate Tax	A tax on land and buildings attached to the land.
49.	Personal Property Tax	A tax on property that is not permanently attached to land.
50.	Tariff	Tax on goods imported into the country.
51.	Barter	The direct exchange of one good or service for another.
52.	Purchasing Power	The amount of goods and services that a means of exchange will buy at any given time.
53.	Money	Anything that is generally accepted and commonly used as a means of payment for goods and services.
54.	Legal Tender	Money that must be accepted as payment for all debts, goods, and services.
55.	Sound Money	Money with a constant purchasing power.
56.	Deflation	A general decrease in prices of goods and services.
57.	Deposits	Sums of money left with a bank for safekeeping.
58.	Interest	The price paid by the bank to a depositor for the use of the depositor's money for a certain period of time.
59.	Check	A written order for a commercial bank to pay a stated amount of money to a person or business.

60.	Loan	Money advanced to a borrower based on his/her promise to repay the money plus interest at a later date.
61.	Trust	An agreement by which an individual or corporation holds the title to property for the benefit of one or more persons.
62.	Federal Reserve System	Serves as the central banking system of the United States.
63.	Canceled Check	A check that has been paid by the bank and charged against the depositor's account.
64.	Payee	The person or company to whom a check is made out.
65.	Producer	Anyone who works to earn money.
66.	Mass Production	A system for turning out large quantities of goods in a short time.
67.	Distribution	The process of directing the flow of goods and services from the producer to the consumer.
68.	Credit Rating	A measure of one's ability to obtain credit.
69.	Bankruptcy	Legal proceeding by which a person unable to pay debts may be freed from the obligation.
70.	Loss Leaders	Goods sold below cost to draw customers.
71.	Brand	Symbol, mark, picture, or name used to identify goods or services.
72.	Trademark	A brand that has been registered with the government.
73.	Fringe Benefits	Benefits provided for employees in addition to wages and salaries.
74.	Cooperative	A business owned and operated for the benefit of those who use its goods or services.
75.	Depression	A recession that is widespread and long lasting.
76.	Priorities	An arranged order of importance.
77.	Impulse	Without thinking.
78.	Promotional Sale	A sale designed to get people into a store or to try a particular product.
79.	Payer	The person who signs the check.
80.	Insufficient Funds	A term stamped on checks to indicate that there is not enough money in the checking account to cover the amount of a check.

81.	Overdrawn Account	When the bank honors checks for more than the balance on deposit in the account.
82.	Bank Statement	A report of all activities in one's checking account.
83.	Cashier's Check	A check that a bank writes on its own funds.
84.	Bank Draft	A check drawn by one bank against funds deposited in its account in another bank.
85.	Money Order	A form issued by certain agencies that orders the payment of specific sums of money.
86.	Credit	A means of obtaining goods, services, or cash in exchange for a promise to pay for them at some future time.
87.	Sales Credit	The credit used by consumers to purchase goods and services.
88.	Charge Account	A credit plan that permits the user to charge any number of purchases and to pay for them according to a particular plan of repayment.
89.	Finance Charge	A charge made for the use of credit.
90.	Down Payment	A small initial payment made toward the purchase price of an item.
91.	Repossess	To take the goods back from the buyer if the buyer is unable to meet the payments of the installment contract.
92.	Terminate	To end.
93.	Label	Message about a product.
94.	Fictitious Pricing	Deceptive advertising practice.
95.	Fraud	Deliberate deception of any kind.
96.	Debtor	A person or firm that owes money.
97.	Durable Goods	Products that last a long time.
98.	Environment	Our natural surroundings.
99.	Ecology	Relationship between all living things and their environment.
100.	Export	To sell to other countries.
101.	Recycling	Reconditioning materials so that they can be used again.

FAMILY FEUD

OBJECTIVE: To increase word recognition and association skills of Distribution and Marketing terms.

MATERIALS: Questions with answers that have assigned point values.

DIRECTIONS: The instructor or a student leader has a set of questions to be asked. The class is divided into two "families". A representative of each "family" is presented a question in which they try to guess one of the answers. The student representative that guesses the answer with the highest point value has the option to play (try to guess the rest of the answers) or to pass to the other team. The "family" with the most points at the end of a designated time period wins.

EXAMPLE: What special qualification would an assistant manager or management trainee be expected to possess?

ability to get along with people	25
head for business	20
good personality	15
initiative	10

What occupations come to your mind when you think of a department store?

buyer	20
manager	25
credit clerk	15
cashier	10

What machines are used in Distribution and Marketing occupations?

cash register	25
calculators	20
computer charge card machine	15
telephone	10

FAMOUS SQUARES

OBJECTIVE: To provide for a review of information.

MATERIALS: Nine (9) sheets of construction paper with a large X on one side and a large O on the other side.

DIRECTIONS: Nine class members are chosen to act as the squares. The game is played like tic-tac-toe. The teacher or a student may act as the emcee. The selected nine class members form their chairs in three rows of three. The rest of the class split into 2 teams and select a spokesperson. One team is labeled as team X and the other is team O. The emcee will direct either spokesperson X or O to choose a star (one of the nine) to answer a question. The emcee will ask the star a question. The star may give the correct answer or make up some other answer. The spokesperson, with the help of the rest of the team, either agrees or disagrees with the star's answer. The emcee will determine whether that team gets the square or not. The star then holds up either the X or O side of the paper. The team that gets 3 marks in a row is the winner. Slow students may have to be given yes or no or multiple choice questions as they may not know the answer and will not be able to bluff effectively.

EXAMPLES:
1. Use the definitions of words from the unit being studied and the star names the term.
2. Use the function of equipment from the unit being studied and the star names the equipment.

WHAT IS MISSING?

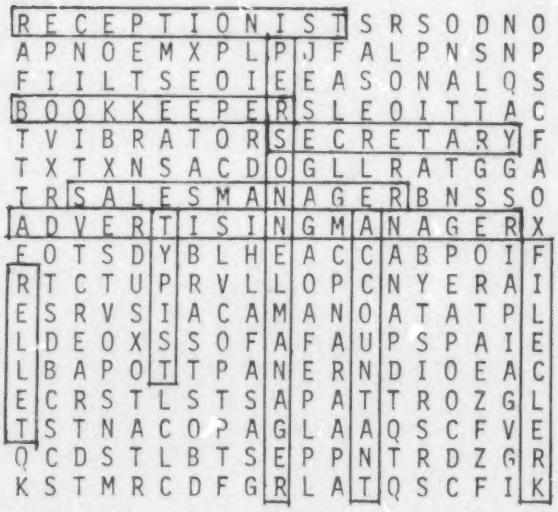
OBJECTIVE: To develop visual discrimination and memory.

MATERIALS: 5" circles with words or terms such as:

fashion model	purchase order	salesperson
VISA card	collateral	adding machine tape
supermarket	purchasing power	typewriter ribbon
department store	profit	correction fluid
advertising	cash register	florist
bellhop	buyer	

DIRECTIONS: These circles are placed on a table. The students have an opportunity to see them. One student is designated to leave the room. One circle is taken from the table. The student returns and determines which object is missing.

HIDDEN BUSINESS OCCUPATIONS KEY B-4



TIC-TAC-TOE KEY B-5

1. cash register
2. telephone
3. duplicator
4. collator
5. ten-key calculator
6. photo copier
7. typewriter
8. jogger
9. dictaphone

TYPEWRITER PARTS WORD SEARCH PUZZLE KEY B-6

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P R I N T P O I N T I N D I C A T O R
L I     I E   A       A L A     V
A B     C L   B       R I B   P A
T B     A I   U       R G S P A R
E O   P   T   L   C   I N E A P I
N N   A   E   A K   A   A I T P E A
K C T Y P E W R I T E R R   G N   E R B
N A A   E       O Y B R   E G P R G L
O R B S R P A P E R B A I L R G P R G E
B R C P G L   A     O C A I E C P E I L
  I L A U A   P   L A K G N L A C L D I
  E E C I T   E L I R S E E E L R E E N
R R A E D E   R E N D P R S A E B A S E
I   R B E N   T F E   A E P S   A S C S
B C   A       A T F   C T A E S I E A P
B A   R       B M I   E U C K H L L L A
O R           L A N   K R E E I R E E C
N D           E R D   E N S Y F O V   E
C H C A R R I A G E   Y L E   T L E F R
O O             I R     E L   L L R R
N L   P E T U R N K E Y V E   O S   A
T D             S       E C   C     M
R E             E       R T   K     E
O R     S H I F T K E Y   O
L               M A R G I N R E L E A S E
```

BUSINESS CAREERS MATCH GAME KEY B-9

1. B
2. G
3. I
4. F
5. A
6. C
7. H
8. D
9. E
10. J

TIC-TAC-TOE - KEY B-14

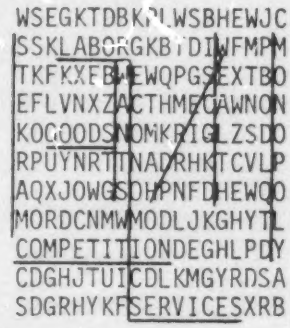
1. raw materials
2. pollution
3. payer
4. inflation
5. tax
6. labor
7. consumer
8. wages
9. creditor

WORD JUMBLE PUZZLE - KEY B-17

1. platen
2. carriage return lever
3. line space selector
4. tab set
5. ribbon control
6. left platen knob
7. paper guide
8. card holder
9. aligning scale
10. right shift key
11. tab clear
12. carriage release
13. margin set
14. paper table
15. tabulator
16. shift lock
17. variable line spacer
18. line finder
19. paper guide scale
20. paper bail rolls
21. print point indicator
22. paper release lever
23. ribbon carrier
24. backspace key
25. space bar
26. margin release key
27. return key
28. ribbon control
29. paper bail

WORD SEARCH PUZZLE KEY B-19

1. labor
2. force
3. monopoly
4. markets
5. economics
6. services
7. wants
8. wealth
9. goods
10. competition



BASEBALL - KEY B-20

1. types, takes dictation, answers telephone
2. posts accounts
3. make deposit, withdraw from account, obtain loan, pay utilities
4. would you type this up, would you call and make a hotel reservation
4. calculator, dictaphone, typewriter

MACHINE PARTS CROSSWORD PUZZLE KEY B-22

ACROSS

1. backspace
2. typewriter
3. tabulator
4. platen knob
5. ribbon control
6. line finder
7. carriage
8. elite

DOWN

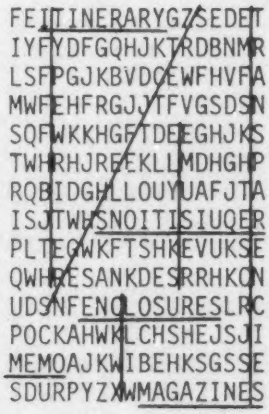
9. tab set
10. paper bail
11. paper guide
12. scale
13. shift lock
14. margin release key
15. ribbon carrier
16. platen
17. tab clear
18. pica
19. return lever

YOU CAN TYPE - KEY B-27

1. keyboard
2. ribbon
3. paper guide
4. ratchet release
5. paper release
6. margin release
7. shift key
8. cylinder
9. space bar
10. carriage return

WORD SEARCH PUZZLE - KEY B-33

1. itinerary
2. requisitions
3. transparencies
4. newsletters
5. typewriter
6. magazines
7. résumé
8. will
9. enclosures
10. memo



WORD TIC-TAC-TOE - KEY B-39

1. memo
2. copier
3. proofread
4. agenda

BASEBALL - KEY B-44

1. put in an order for materials
2. something that you own
3. greet visitors, answer telephone, file
4. Gentlemen, Dear Sir
5. assets, liabilities, capital

CLOZE INVENTORY - KEY B-45

1. more
2. than
3. Printing
4. reach
5. read
6. much
7. would
8. books
9. written
10. have
11. stamps
12. wrappers
13. products
14. would
15. and
16. offers
17. young
18. printing
19. skill
20. to
21. work
22. publishing
23. able
24. jobs
25. the
26. and
27. other
28. printing
29. highest
30. Printers
31. almost
32. country
33. employment
34. is
35. declines
36. sometimes
37. that
38. services
39. printing
40. to
41. rest
42. every
43. printing
44. steady
45. to
46. Vocational
47. offer
48. field
49. in
50. graphic

CROSSWORD PUZZLE - KEY B-46

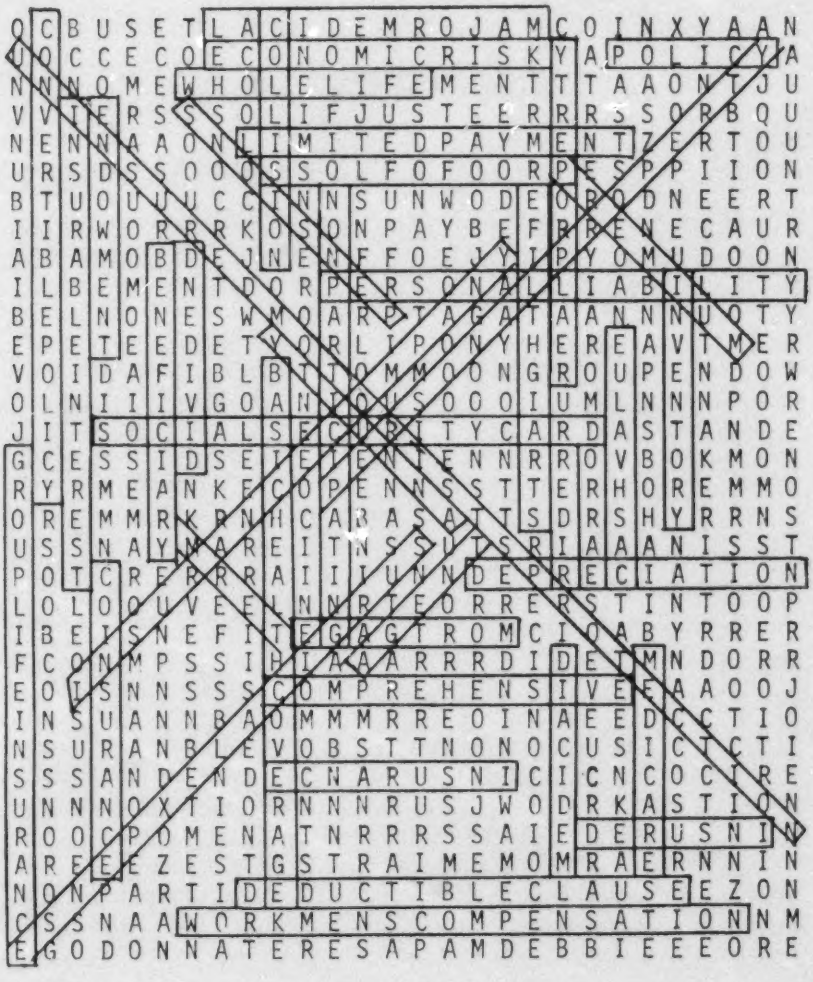
Across
1. transparencies
2. filmstrip
3. transcription
4. pencil

Down
1. receptionist
2. balance sheet
3. magazine
4. agenda

MATCH GAME KEY B-47

1. A
2. C
3. A, B
4. F
5. A
6. A
7. E
8. C
9. B
10. A
11. D
12. C
13. B
14. A

INSURANCE TERMS WORD SEARCH PUZZLE KEY B-54

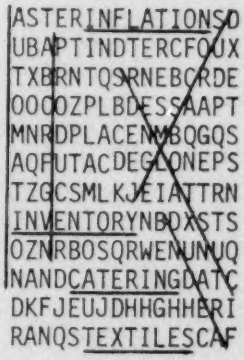


WORD JUMBLE PUZZLE - KEY B-56

corporation
industry
partnership
personal shopper
competition
installment
inflation

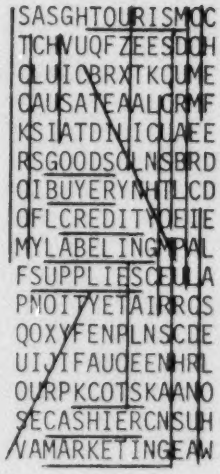
Word Search Puzzle - Key B-58

automation
inventory
customer
textiles
fraud
durable
inflation
producer
catering



Word Search Puzzle - Key B-58

tourism
VISA
bellhop
chef
verify
supplies
retail
classify
marketing
sales
buyer
stockroom
commercial
cashier
credit
goods
wholesale
stock
customer
labeling
durable
purchase



FIND A PAIR KEY B-59

1. H
2. O
3. M
4. A
5. L
6. G
7. N
8. J
9. B
10. E
11. I
12. F
13. C
14. K
15. D